



August 2024

## Job Opportunity: Local Coordinator for Family Volunteering Club pilot in Fenland

Family Volunteering Club (FVC) is looking for an enthusiastic and compassionate person to become the Local Coordinator for a pilot programme in Fenland.

### Terms:

- Dates: October 2024 - May 2025 fixed term contract (with potential to extend, subject to funding)
- Freelance contract: £15 per hour (total contract fee of £2,250)
- Part-time: 150 hours between October 2024 - May 2025. Approx. 18 - 20 hours a month spread evenly to be an average of 4-5 hours a week
- Flexible hours - planning can be fitted around other work and any caring responsibilities
- You must have availability to run 6 - 8, 90min pilot sessions between February - April 2025, which take place on Friday - Sunday
- The role is subject to two professional references and a DBS check.

### About

Family Volunteering Club is on a mission to make it really easy for kids aged 0 - 9 and their grown ups to help out at important causes on their doorstep. We want to help create a society in which every child grows up feeling connected to their local community, and understands the positive role they can play in helping change issues that matter to them. We work with different charities and community groups to create programmes of fun, impactful, tailor-made volunteering sessions, specifically for kids and their families! Currently running in south London, Stevenage and Abergavenny, we are on a journey to create locally run Family Volunteering Clubs in towns, cities and villages all across the UK, and work with hundreds of families each week.

### The role

In 2025 we are excited to share that we will be running a pilot programme of 6 - 8 sessions in Fenland, supported by Cambridge CVS. This pilot programme will enable us to test the idea, understand the local interest and get feedback. Once the pilot is complete, we hope to secure further funding to enable the programme to continue and grow.

We are looking for a Local Coordinator to take on the planning and delivery of this local pilot programme.

The Local Coordinator will be responsible for the following:

- Leading a local consultation with families - contacting the local authority, any parent groups and using existing family networks to send online questionnaires to families to help design the programme
- Identifying 3 - 4 local charities and community groups to participate in the pilot programme, working with our criteria and in response to community feedback

- Having meetings with the charities to tell them about the FVC and help plan the pilot sessions in accordance with the FVC planning documents
- Helping to promote the sessions locally to get families along, putting up posters locally, creating social media content, inviting family groups along and general marketing tasks
- Supporting any access requirements that families may have
- Do any necessary admin for planning the sessions to ensure they will be fun, high quality and impactful
- Co-facilitating sessions on the day (usually Friday, Saturday or Sundays) and helping the host charity run them, leading the story and song time at the beginning and end of the session, arranging photo permission forms and capturing feedback
- Sharing evaluation, pictures and feedback after the sessions. Wrap up admin

The role will be approximately 18 - 20 hours per month, which can be completed flexibly around other work and personal commitments, however there will be the need for some of the work to take place during 'business hours' for meetings with local community partners.

Local Coordinators will be:

- Really passionate about the mission of FVC, and what we are trying to achieve.
- A confident and clear communicator (in person, by phone and email) in planning the sessions with the charities and local groups.
- A great projects / events organiser.
- Happy to engage families and kids during the sessions, and run a short game or lead a song.
- Able to engage with local community networks to help promote the sessions and bring families along

FVC is committed to building a team with a variety of backgrounds, skills and views to reflect the diverse communities that we work with. If you like what we're doing, we'd love to hear from you.

### How to apply:

Please send your CV and a covering letter with information about yourself, and why you'd like to be part of the project to: [maddy@familyvolunteeringclub.co.uk](mailto:maddy@familyvolunteeringclub.co.uk)

Deadline for applications: **5pm on Wednesday 11th September 2024**. Interviews will be held w/c 16th September online. If you want to have a chat about the opportunity in advance, please get in touch with Maddy via the same email above.

You can find out more about the project via these links:

[www.familyvolunteeringclub.co.uk](http://www.familyvolunteeringclub.co.uk)

[Instagram](#)

[Facebook](#)

**Thank you for your interest!**

