



We are recruiting!

Administration and Marketing Coordinator, Family Volunteering Club

May 2025

Family Volunteering Club (FVC) is looking for an enthusiastic, compassionate and capable person to join our team in this new role, as **Administration and Marketing Coordinator**.

Terms

- Part-time: 1.5 days (11 hours) per week
- July '25 - March '26 freelance, fixed term contract (with potential to extend subject to funding)
- £170 per day (total fee of £9,945 for 9 months)
- Flexible hours (though at least 4 hours a week must take place during 9am - 5pm on Monday, Tuesday or Thursday) and Board meetings take place quarterly on a Tuesday evening.
- Remote working, with the option to use FVC desk space at the Pears Foundation Hub in West Hampstead, London
- Deadline for applications: 5pm on Wednesday 4th June 2025
- Interviews: Taking place on zoom w/c 9th June

About

Family Volunteering Club creates regular, fun and impactful volunteering programmes, specifically designed for children aged 0 - 9 to do with the adults in their lives. From gardening in community spaces and organising clothes donations, to connecting with isolated older members of the community and helping at food banks - we create opportunities for children and their grown ups to learn about, and practically support, local causes. We want to connect children with their community from a young age, and make civic participation as accessible, easy and part-and-parcel of family life, as, for example, going to a swimming or football lesson, or to the park.

We currently operate programmes in south London, Stevenage, Abergavenny, Fenland and Manchester, with Birmingham in development - and we have plans in the coming years to expand further to other towns and cities across the UK. At the end of 2023 we gained charitable status. Our aim is to build a national programme which enables hundreds of families every week to have the opportunity to participate in regular, fun, impactful, child-friendly volunteering sessions. Children from all backgrounds will spend their time together, making positive change in their community and being inspired to stay

involved with civic participation throughout their lives, hopefully helping to strengthen wider society in generations to come.

The Role

The role of Administration and Marketing Coordinator is new, and will support the charity's activities and operations. The postholder will work closely with the CEO and be responsible for a variety of tasks from uploading new sessions onto our website, creating social media posts and doing desk based research, to printing and posting funding applications and taking minutes for board meetings. This role is wonderfully varied, and no two days will be the same!

We are looking for someone who believes in our mission, has meticulous attention to detail, great writing and communication skills and is a positive and trustworthy person. You must be as happy updating data in spreadsheets and popping to the post office to run errands, as creating social media posts and liaising with our Board of Trustees.

More detail about example tasks the role will entail:

Administration

- Responding to general enquiries on the info@ email account.
- Minute taking for Board meetings (once a quarter) writing them up and sending to Trustees
- Desk based research tasks - could vary from finding materials for sessions, to researching partners, funders, contact details for corporate businesses etc.
- Printing and posting funding applications
- Other administrative tasks as needed (for example booking train tickets, updating data and spreadsheets, organising materials etc)

Marketing

- Uploading new sessions from all our geographic areas onto the website (usually once per month) including editing the event descriptions
- Sending Local Coordinator lists of attendees, ages, access requirements in advance of sessions and supporting the Local Coordinators with managing session waiting lists
- Creating and posting social media posts promoting new sessions and sharing impact after a session (on Facebook and Instagram)
- Creating posts (usually on Canva) for social media
- Updating the mailing lists and other marketing admin tasks as required

This role can be undertaken remotely, and for the most part, flexibly. However, it will be necessary for at least 4 of the working hours to be during 9 - 5 on Monday, Tuesday or Thursday, plus attending Board meetings when required (these take place every quarter on Tuesday evenings from 7.30pm - 9pm). There is the option to use desk space at the Pears Foundation in West Hampstead.

We are looking for someone who is:

- Passionate about the mission of FVC, and what we are trying to achieve
- A confident and clear communicator (in person, by phone and via email)
- Confident in managing and presenting data
- Confident using computers and online programmes (or willing to learn), including Wix, Google Drive and Canva, plus social media channels (Instagram and Facebook)
- Good creative writing skills, able to write engaging social media posts and session event descriptions
- A self-motivated individual, able to prioritise and manage their own workload
- A lover of administrative tasks!

To apply:

Please send your CV and a covering letter with information about yourself, and why you think you'd be a great fit for the role particularly in relation to the attributes described above, to:

maddy@familyvolunteeringclub.co.uk by 5pm on Wednesday 4th June 2025.

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.

You can find out more about us here: www.familyvolunteeringclub.co.uk | [Instagram](#)

We look forward to hearing from you!

