



Volunteer Role Volunteering Secretary

The Greatwood & Horseclose Residents Association is looking for a Volunteering Secretary to support other volunteers involved with community projects at the Community Centre. This is an integral role within the Residents' Association and a fantastic opportunity for anyone looking to develop their skills in people management and events planning. This role requires on average 1-2 hours per week time commitment, with more in the run-up to events. The Volunteering Secretary will assist with

- Keeping in touch with volunteers and updating contact details
- Making sure all volunteers have details of upcoming meetings
- Assisting the RA with event planning and volunteer numbers needed
- Mentoring volunteers to carry out their roles
- Helping to ensure volunteers have access to relevant training with assistance from the Residents Association and Yorkshire Housing
- Keeping in touch with the G&H Residents Association and Yorkshire Housing around volunteering matters at the Centre
- Keeping in touch with the Social Media & Marketing Volunteer about volunteering vacancies.