



## Wycombe Refugee Partnership

Wycombe Refugee Partnership is a local multicultural, multi-faith charity founded in 2016 that supports refugees and asylum seekers living in the Wycombe area. We are a volunteer-led charity and have around 60 active volunteers who work individually and in team. Our Education Team provides help with obtaining school places and according to need may provide an educational tutor. Our ESOL team helps beneficiaries find suitable English classes and also provides tutors as needed, especially for professionals who need to pass high level English exams. Our Support Team provides help with orientation to Wycombe, accessing NHS services and help with day-to-day paperwork relating to life in the UK. We seek to work in a way that promotes dignity and restores independence to our beneficiaries. Alongside this we run activities to help increase confidence in becoming part of the wider community and we are able to support beneficiaries via our Hardship and Access fund. Our latest newsletter can be found [here](#).

The role of Volunteer Coordinator is vitally important to the growth of our charity; the coordination and recording of our weekly work with beneficiaries, providing support to our volunteer teams and administrative support for our charity processes.

This is primarily a work from home role with one day a week working in Wycombe alongside your line-manager and our part-time Senior Administrator. You are also required to work in High Wycombe on an as-needs basis for onboarding of new volunteers and there is a three-monthly Core Group meeting in Wycombe (often at the weekend) which you are required to attend. In the future, we hope to utilise office space in Wycombe for more than one day per week.

We are looking for a self-motivated, confident individual with excellent attention to detail, proactive communication skills and the ability to prioritise tasks. You are able to work on your own, as well as working closely with our Senior Administrator, and enjoy working with other cultures and faiths.

**15 hours per week**

**Contract: Permanent**

**Location: hybrid /remote**

**Salary: £25,350 - £27,300 (pro-rata for 15 hours pw)**

Responsibilities include:

### **Volunteer Recruitment and Management**

- Oversee volunteer enquiries and applications through the charity's volunteer database.
- Work with trustees and core team members to identify volunteering needs and develop clear, inclusive volunteer role descriptions.
- Interview prospective volunteers to assess suitability for specific roles, ensuring a fair and welcoming process.
- Manage and oversee the full recruitment process, including application paperwork, references, DBS checks (where required), and accurate record keeping, in line with safeguarding and data protection policies.

### **Volunteer Induction, Training and Support**

- Ensure all volunteers receive an appropriate induction, including a general volunteer information session, safeguarding training, CRM training and role-specific induction with relevant team leads.
- Act as the point of contact for volunteers, providing ongoing admin support and regular communication
- Working with Team Leads, allocate volunteers to regular and ad hoc roles in line with organisational needs, volunteer skills, and availability
- Oversee recognition of volunteer contributions.
- Organise and coordinate the annual volunteer social and other engagement activities.
- Support Team Leads in organising and coordinating regular team meetings
- Alongside team leads, support and develop additional volunteer training throughout the year.

### **Coordination, Governance and Compliance**

- Act as the central point of contact for all volunteering needs across the organisation.
- Attend core group or team meetings as required and contribute to organisational planning.
- Maintain accurate and confidential volunteer records in line with GDPR.
- Keep up to date with legislation, best practice, and policies relating to volunteering, safeguarding, equality, and inclusion, and implement changes as required.
- Duties are not exhaustive, and the role may involve additional administrative responsibilities aligned with the postholder's skills and the charity's operational needs.

### **Skills and Experience**

- Strong organisational and communication skills
- Ability to work sensitively and inclusively with people from diverse backgrounds

- Understanding of the importance of safeguarding, confidentiality, and boundaries
- Ability to work independently while collaborating with trustees and team members
- Experience of volunteering or volunteer coordination
- Familiarity with Microsoft Office and CRM systems or databases
- Experience working in the voluntary, community, or refugee support sector

### **How to apply**

Please email **contactus@wycombe-refugees.org** attaching your CV and a cover letter explaining why you are applying for this post and the relevant skills you bring to this role.

Deadline for applications: 6pm on Monday 16 February 2026

Interviews w/c 23 February 2026