

Job Title

Volunteer Project Coordinator

Reports To

Volunteer Support Officer (Coordinator) / MARINELife Management Team

Job Purpose

To coordinate MARINELife project ideas and develop them through feasibility

Key Responsibilities

- Coordinate initiation of new projects and be focal point for communication with the management team
- Help develop the project to a stage where it can be incorporated into the mainstream work of MARINELife
- Recruit further volunteers to help with project

Main Duties

1. Take an early idea and work with individuals in the management team, trustees or other volunteers to develop the idea into a project
2. Manage the project in time available to assess project feasibility
3. Report back to management team on progress with project and encourage other volunteers to become involved
4. Manage assigned resources to develop the project and integrate into the work of MARINELife
5. It is envisaged that this role will take a couple of hours per week.

Skills, Qualities and Experience

Essential

- Excellent communicator and ability to interact with others
- Science background and understanding of the principles of MARINELife and its wider work
- Excellent organisational skills and proactive style
- Team player able to interact with a range of people
- Self motivated, friendly and enthusiastic

- Flexible working – some evenings and weekend work required
- Access to a computer and IT literate

Desirable

- Track record in a coordination role
- Experience working within a charity or volunteer organisation