

Volunteering Development Administrator

Primary work location: Warwick or Coventry

Department: Volunteering

Reports to: Head of Volunteering

Direct reports: none

FTC: 16 weeks, starting w/c 5th October 2026

The Myton Hospices Values



Role purpose

To offer admin support across the Volunteering Development team and be responsible for admin processes related to volunteering across the wider organisation. This will ensure that both potential and current volunteers, as well as volunteer managers have a positive experience with Myton.

Main Duties & Responsibilities

1. Being an initial point of contact for external enquiries, providing a high-quality response to potential volunteers and advising on opportunities available as well as the application process.
2. Being an initial point of contact for internal volunteering enquires, redirecting these if needed.
3. Managing volunteering opportunities on the Volunteer Management System and advertising these externally, considering the requirements of each volunteer involving team. Working with partners to promote these as appropriate.

4. Supporting Myton's placement and placement programme, coordinating any changes to the pre-planned placement schedules.
5. Monitoring the vetting and compliance processes for volunteers and completing related admin.
6. Producing monthly, quarterly and annual statistics and reports with regards to volunteering at Myton Hospice. This will include impact, engagement and compliance data.
7. Managing the booking process for volunteer training including the Introduction to Myton, promoting training / encouraging completion.
8. Providing admin and delivery support for Christmas volunteer thank you events.
9. Liaising with other teams as required to ensure volunteering admin processes are understood and followed in a correct and timely manner. This is not limited to but will focus on recruitment and exit.

Benefits of this role in Myton

Myton is an amazing place to work, where the role every person plays has a positive impact for our patients, living with terminal illnesses, and their families. In recognition of this, we offer a wide range of employee benefits including a generous pension contribution, 28 days annual leave increasing with long service plus Bank Holidays, an additional leave purchase option, free on-site parking, a winter savings plan, the NHS Blue Light Card discount scheme, enhanced maternity and sick pay benefits, death in service benefit, free 24/7 GP service access for you and your household, the support of an employee assistance programme and mental health first aiders, free eye test vouchers, subsidised meals and complementary hot & cold drinks.

GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES

Policies and Procedures

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data protection

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could

identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

Safeguarding Vulnerable Adults and Children

It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____