

## Volunteer Role Description



The Chaplaincy Team provides support to Residents and Ex-Residents of One YMCA Hostels, to enable them to reach their potential in Mind, Body and Spirit, by providing emotional, practical and spiritual support.

Role Title	<b>Chaplaincy Administrator</b>
Department	Chaplaincy
Location	Charter House Hostel, Watford
Hours	Minimum 4 hours per week (days and hours to be discussed)
Main Tasks / Responsibilities / Activities	<p>Providing essential support to enable the Team to reach others with help and hope. Activities include:</p> <ul style="list-style-type: none"> <li>Recording volunteer impact and activities on OneYMCA systems</li> <li>Carrying out Monitoring and Evaluation activities</li> <li>Communication with staff, volunteers and partner organisations by email and over the phone.</li> <li>Online research, making initial contact with local agencies, and providing up to date information to the team.</li> <li>Producing and distributing internal and external newsletters and marketing materials for the Team</li> <li>Assisting in organising meetings, Chaplaincy lead events and taking minutes</li> <li>Other tasks as required by the Volunteer Co-ordinator or Lead Chaplain</li> </ul>
Skills / Abilities / Experience / Qualities	<ul style="list-style-type: none"> <li>Self-motivated, reliable, punctual, organised and responsible</li> <li>Be of a friendly, welcoming and cheerful disposition</li> <li>Empathy for socially-excluded or disadvantaged people</li> <li>Ability to maintain confidentiality</li> <li>Good communication skills in English; in person, over the phone and in writing</li> <li>Competent in the use of Microsoft Office and willingness to learn new ICT systems</li> <li>Able to work well in a team and deal with urgent deadlines</li> <li>Respect the Christian ethos of the YMCA and uphold its values</li> </ul>
Training / Support	<ul style="list-style-type: none"> <li>A full induction to the service and specific site will be provided</li> <li>Required to complete the following online training: Safeguarding, Fire Awareness, Manual Handling, Cyber Security and GDPR.</li> <li>A menu of optional training will be made available</li> <li>Ongoing support and regular 1:1 meetings with your line-manager</li> <li>Team meetings and social events</li> <li>Mileage and expenses may be payable</li> </ul>
Additional Information	<ul style="list-style-type: none"> <li>You will undergo a DBS check as the role involves adults at risk</li> <li>Two references may be undertaken prior to start</li> </ul>

Our application form and additional volunteering opportunities can be found on our website: [www.oneymca.org/volunteer](http://www.oneymca.org/volunteer). To discuss the role in more detail and ask any questions you have please contact Chris Moffat, Chaplaincy Volunteer Coordinator, on [Chris.Moffat@oneymca.org](mailto:Chris.Moffat@oneymca.org) or 07468 717661.

**Come and join our team and help make a difference today!**

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION