



WARWICKSHIRE  
NORTHAMPTONSHIRE  
**AIR AMBULANCE**

# Volunteer Action Team Co-ordinator (Northamptonshire) - Role Profile

## Why we need you:

Warwickshire & Northamptonshire Air Ambulance (WNAA) have a range of volunteers who work on a variety of fundraising projects from attending our events, to helping out with mass collections and fundraising for us in their local communities. Our volunteers play a significant role in raising vital funds, increasing public awareness of the charity and campaigning for us on particular issues.

We are looking for a Volunteer Action Team Co-ordinator to manage a team of volunteers across Northamptonshire who will help out at fundraising and awareness events in your area.

## What will I be doing?

- Acting as a point of contact for WNAA staff requiring voluntary help and taking calls/e-mails from them establishing date, time and number of volunteers required by them at a given event.
- Contacting your Action Team members to establish their availability.
- Reporting back to staff members to inform them who, within the team, are willing to attend.
- Keeping records of the work done by your team and reporting back to staff with results as and when this is required.
- Recruiting new members to the Action Team as necessary.

## What skills and attributes do I need?

- Access to a telephone
- Access to the internet and email
- Enthusiasm
- Ability to motivate and manage a group of volunteers
- Good Communication skills
- Good Organisational skills
- Ability to operate a 'booking system' and keep basic records
- Ability to work as part of a team.

## How much time do I need to commit?

- As a volunteer, you control the time you give and we hope that you will be able to fit volunteering in with your work and other commitments.

## What support will I be given?

- WNAA will provide all the training and support you need to feel comfortable in the role.
- You will be given a local staff contact and standby contacts.

## What benefits can I expect?

- The satisfaction of knowing that you are making a vital difference in keeping the Air Ambulance flying.
- We will reimburse agreed expenses you incur as a result of your volunteer role if required.
- We will keep you informed about the progress of our work.
- You will get the chance to develop your skills, gain experience and improve your CV.
- You will meet new people as part of your involvement in the action team.

## Where will I be based?

You will be based in and around the Northamptonshire area. You will not be expected to travel more than 30 miles to volunteer.

## How do I apply?

For further information on this role, please contact us on 024 7663 9043 where your query will be passed to a Regional Fundraising Manager.