



Libraries Plus Co-ordinator

Southampton Hub is looking for a Libraries Plus Co-ordinator to lead the project for 2021-22.

This role would be ideal for a student who is passionate about education equality and wants to get experience in the third sector. It is also a great role for someone wanting to develop skills in problem-solving, people management, leadership and organisation. You do not need to have volunteered with Southampton Hub previously in order to apply for this role but we would expect a commitment to our mission to mainstream student social action and a passion for offering equal education opportunities in local libraries.

Commitment: 2+ hours per week

Responsibilities:

1. To be an active member of the Southampton Hub Committee, going to weekly meetings, supporting fundraisers and promoting the Hub.
2. Set up weekly meetings with sub-committee (recommend: at start of the year) to check-in and delegate tasks.
3. Lead the recruitment of student volunteers and the delivery of selection and training workshops with support from Staff.
4. Build strong relationships with community partners and maintain strong communication with them throughout the year by checking in and keeping track of attendance.
5. Lead and support volunteers to gain the relevant skills for volunteering, find a suitable placement and get the most out of volunteering with Libraries Plus.
6. Work closely with the Programmes Manager to ensure the smooth delivery of Libraries.

The ideal candidate will:

1. Be enthusiastic about social action and our mission to provide equal education to young people in Southampton
2. Have strong written and verbal communication skills.
3. Be friendly, approachable and welcoming to new volunteers and sub-committee
4. Have excellent time management and organisational skills
5. Be driven to support and empower student voice
6. Be motivational

If you would like to talk in more detail about the role, please contact Catherine on hello@southamptonhub.org and she will arrange a phone call with you.

Head to our [website](#) or apply [here](#).