



JOB ADVERTISEMENT

VOLUNTEER AND DATABASE COORDINATOR

Rate: £13.50 ph. 20 hours per week, 39 weeks (Term -Time Only)

Daniel's Den

Daniel's Den is a charity, based in Brent, that runs parent and toddler groups. This is an exciting opportunity to join the charity to help implement its ambitious growth plans made possible by a generous grant from the Reaching Communities Fund of the National Lottery.

Daniel's Den wishes to recruit an experienced administrator to help coordinate our network of volunteers and to manage the charity's database system. We are seeking a proactive and friendly team member with keen attention to detail and confidence in handling data and creating reports. Good interpersonal skills are essential as the main point of contact for all volunteer queries and their recruitment and development.

All applicants should have experience using Microsoft Office programs and applications. Knowledge of GDPR would be favored.

The appointment will be subject to satisfactory Disclosure and Barring Service enhanced criminal record check.

For further details: www.danielsden.org.uk/jobs

Closing date: Ideally to start immediately.

To apply please email a cover letter and a copy of your C.V to Daniel's Den Operations Manager, Natalie Fabello. natalie@danielsden.org.uk