



## **Volunteer Coordinator: Mums for Lungs**

### OVERVIEW

Mums for Lungs CIC is an organisation of people campaigning for cleaner air to safeguard the health of children across the UK. Founded in 2017 in Brixton, London in response to the toxic levels of pollution locally, we have since expanded to a network of activists and supporters who are campaigning for clean air across the UK.

2024 is going to be a crucial year to show political leaders that we want clean air for all our children.

We are therefore looking for an experienced Volunteer Coordinator to mobilise our supporters, recruit new ones and support them in forming new groups around London and beyond to campaign on air pollution.

### SUMMARY OF THE ROLE

As the Volunteer Coordinator, you will play a pivotal role in expanding our network of local groups and therefore the impact we have in our campaign for clean air and children's health.

You will develop, implement and lead a volunteer recruitment and support strategy. You will aim to help volunteers set up and run local Mums for Lungs groups.

You will develop group guidelines and training plans for volunteers and especially work closely with the voluntary group leaders, ensuring they run their local groups sustainably, effectively and enjoyably.

In collaboration with the Director and volunteers, you will develop campaigning plans to raise awareness of the need for air pollution action – and you will support the groups in delivering these campaigns. The support needed could include volunteer training, attending policy meetings with them, helping them with a brief of the political situation, speaking to media on the day of a campaign stunt or co-leading volunteer meetings.

You will be supported by a small team in London.

### TASKS

Your tasks will include:

- Onboarding and recruitment of volunteers; training of volunteers and group leaders; developing local group guidance to ensure that each local group is run successfully and sustainably.
- Co-developing and implementing an appropriate strategy with the Director and group leaders to advocate for increased awareness and behaviour change at the local level, to build public support, political pressure, and momentum for clean air.



- Acting as the first point of contact for all Mums for Lungs group leaders and volunteers.
- Working closely and collaboratively with other organisations in the sector.
- Monitoring and evaluating activities and contributing to funding reports.

You are:

✓ A people-person! You enjoy meeting people, inspiring them, and building relationships. You have experience in managing volunteers and know how to support others to become strong volunteer leaders themselves.

✓ A self-starter who can motivate yourself; excited about starting up new groups, you have ideas where to meet the right people. You know how to manage group dynamics and are keen to pass this knowledge on.

✓ A team player with leadership skills.

✓ A strategic thinker who can develop and think through a comprehensive action plan in an ever-changing context. You seize opportunities where they arise!

✓ Reliable, whether in relationships or the delivery of an action plan.

✓ Enthusiastic and non-judgmental, with a passion for campaigning for children's health and clean air and an ability to infect others with it. You don't need to know about air pollution or the political context - but you must be willing to learn.

✓ An excellent written and spoken communicator, and confident and proactive about doing so, whether to potential volunteers, a meeting with political officials or with the media.

✓ Someone with a good eye for detail.

✓ Willing to travel for work purposes. You are flexible and ready to work in the evening when necessary.

## APPLICATION

Genuinely flexible, life and family-friendly contract role for 3 days a week for 12 months to start mid-February 2024. The day rate is £200. This is a work-at-home role most of the time, with some travel to volunteer groups and team meetings in London.

To apply, please write a letter explaining how you fit the specification and why you would like this role, and send it with a copy of your CV to [hello@mumsforlungs.org](mailto:hello@mumsforlungs.org).

The closing date for applications is 5th February. The interviews are scheduled for 9<sup>th</sup> February. We look forward to hearing from you.