



Volunteer and Welfare Coordinator Job Advert

Do you feel strongly about every child's right to play and education?

Are you experienced in volunteer support, recruitment and welfare?

Could you support a team of volunteers in a challenging context to deliver play sessions for children and families on the move?

LOCATION: Calais, France

CONTRACT LENGTH: 10 months (1 month probation) - rolling after 10 months

REMUNERATION: €168 per week, accommodation included.

JOB DESCRIPTION

Join our hard-working grassroots team in providing play and education sessions for children on the move in northern France. You will be joining a team of 4 coordinators and 3 - 8 volunteers, who are collectively responsible for **planning, preparing and delivering play sessions in a highly changeable context.**

Alongside **facilitating play sessions**, you will oversee the **recruitment, onboarding and welfare of our volunteers**. You will be responsible for ensuring we have a full and qualified team by **monitoring the rota, posting and responding to job adverts and interviewing candidates** in line with our safer recruitment procedure.

On a new volunteer's arrival, you will oversee their induction and support offer including **organising check-ins, arranging additional training and promoting a**



positive team culture.

At Project Play, we say '**we are our volunteers**' because the happiness and welfare of our team directly impacts the service we provide; we believe the children we work with deserve the best. As volunteer coordinator, you will **organise and facilitate team building days, support the resolution of team conflicts and help volunteers to look after themselves**. We have a number of psycho-social support avenues available to volunteers. The volunteer coordinator is there to **encourage and support volunteers to make healthy decisions** and look after themselves in our demanding context.

The role also has a logistical element, as it requires the individual to **oversee the team house**. This includes **monitoring the bed rota, managing issues and overseeing the upkeep and maintenance of the building**.

ABOUT YOU

You are:

- Passionate about every child's right to access the power of play
- A team player who values collaboration and communication
- Flexible and confident in a changeable environment
- Able to support yourself and remain calm in challenging situations
- Reflective and open-minded - we are always on a journey to better and improve our service
- Able to manage an administrative workload alongside the delivery of our sessions



- Empathetic and good at supporting others
- Proactive and organised - able to prioritise and balance workload
- A calm and positive communicator - able to speak confidently and resolve conflict

SKILLS AND EXPERIENCE

You must:

- Be over the age of 21
- Be able to procure a valid criminal record check
- Be able to commit to a minimum of 10 months
- Have the right to volunteer in France or be able to obtain a visa
- Have experience working with children in a paid or voluntary capacity
- Have experience in team leadership and/or project management
- Have an understanding and awareness of our working context in northern France, specifically in migration and European border policy
- Have a background in volunteer or team management, mental health or HR
- Have a working understanding of child protection and safeguarding practice
- Able to cover your day-to-day costs outside of accommodation. The role is remunerated at a fixed rate of €168 per week to support this, but the organisation cannot cover travel to and from France or other expenses

Desirable:

- Have a working level of both written and spoken French and English
- Proficient in a relevant language (Kurdish / Arabic / Farsi)
- Experience in developing safer recruitment or diverse recruitment procedure
- An understanding of trauma-informed practices, and the impact of trauma and toxic stress on childhood development
- A valid driving licence and willingness to drive the Project Play van
- Experience working or volunteering in a similar context



ABOUT US

Project Play is a grassroots organisation facilitating structured play sessions for children who are living in informal living sites and accommodation centres across Calais, Grande-Synthe and the surrounding regions. We run sessions six days a week and are looking for a project coordinator to play a vital role in the day-to-day implementation of our service.

In the absence of any such provision from the state, we deliver play and informal education activities for children on the move. We are a friendly, hardworking team who aim to uphold the organisation's principles of collaboration, communication, honesty and mutual respect. Creating a supportive and collaborative team dynamic is vital for our work.

Our sessions are designed to facilitate safe spaces in which children coming through northern France can exercise agency, nurture key developmental skills, build resilience and have fun. Through offering play-based psychosocial support, our team works to assist children and their families to minimise the impacts of toxic stress, trauma and ongoing adversity.

HOW TO APPLY

To apply for the role of Volunteer Coordinator at Project Play, please email us at coordinatorrecruitment@project-play.org. We will then get back to you with more information on our work, the context and the position.

We hope to hear from you soon!