

THE
Inspire & Achieve
FOUNDATION



**VOLUNTEER *i-TIME*
ACTIVITIES COORDINATOR
RECRUITMENT PACK**



We're hiring

Thank you for your interest in joining the Inspire and Achieve Foundation as a Volunteer Activities Coordinator for the i-Time project. *i-Time* is a fantastic new addition to our support services and provides young people with a range of free social activities to support positive mental health and provide a reason to get out of the house each day. Supported by IAF's Youth Activities Coordinator, our volunteers will create a timetable of activities that they can enjoy with other young people and take responsibility for the activities budget in their area.

This is an exciting time to join our expanding team as we begin the next chapter of our story and work towards our strategic mission of inspiring young people and empowering them to achieve their best. As young people who have experienced our support first hand, you are best placed to advise on what would help you relax, connect and motivate you most. We want to put you in the driving seat to shape what's available in your town - this is your space to create lasting memories and support one another and we hope you're excited to get involved!



Pippa Carter

Director of The Inspire and Achieve Foundation

Our values as a charity



Committed & Passionate



Positive & Respectful



Youth Focussed



Quality of Service

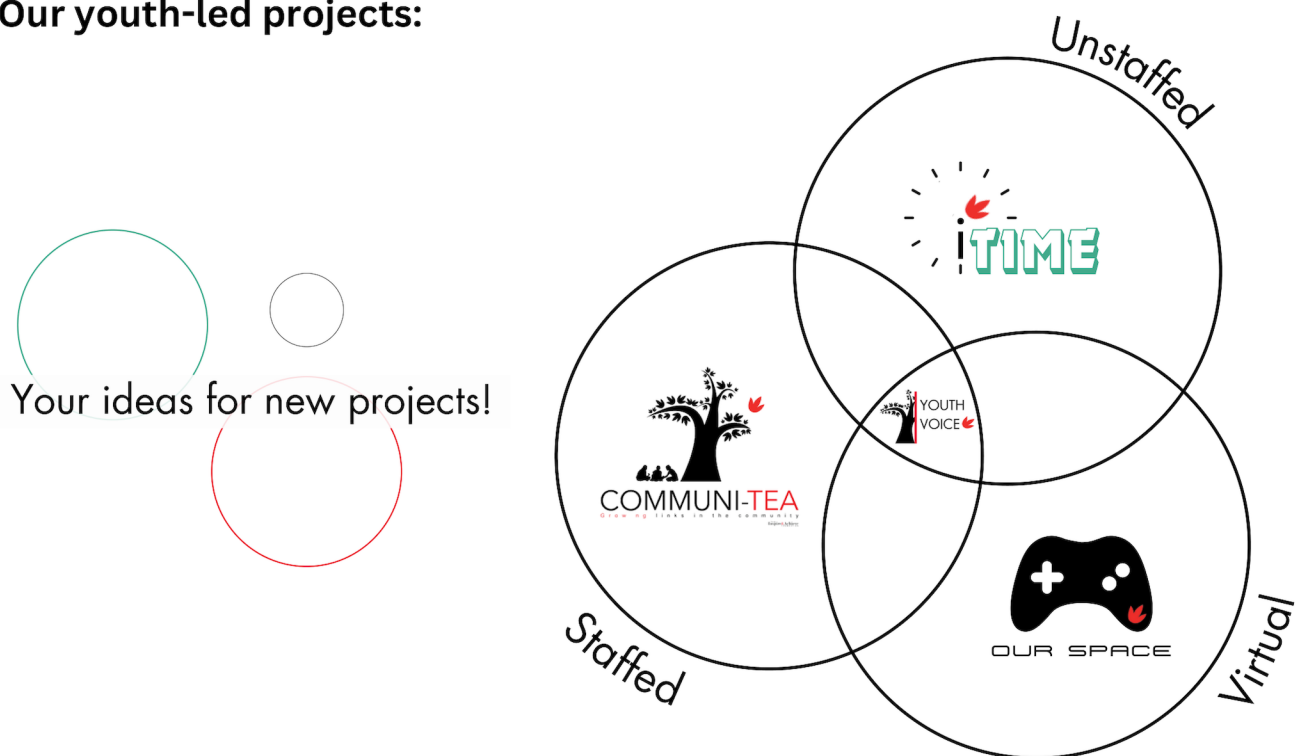


Responsible & Accountable

What is the i-Time project?

At IAF, we believe in the power of young people to inspire and support each other. Through our latest youth-led project, *i-Time*, we've created a volunteer coordinator program that empowers Team programme graduates to stay connected and keep supporting one another by arranging a weekly programme of activities for their peers.

Our youth-led projects:



What does an Activities Coordinator do?

As a Volunteer Activities Coordinator, you'll be responsible for creating a timetable of activities once you graduate from Team, helping your group to stay active in the community, maintain a positive mindset and build on the skills you learnt during the programme. From going for a walk together to visiting a board game café, the possibilities for what you might do together are endless. You just need pick an activity and mobilise a group of young people to come along with you!



Role title: Volunteer Activities Coordinator

Hours: minimum commitment of 4 hours per week although additional hours are available if desired.

Location: Ashfield, Mansfield or Worksop.

Reporting to: Youth Activities Coordinator within the IAF mentoring team.

Role description:

This is a fun-filled opportunity for you to create and lead exciting events for your peers. In a supported environment, you'll join the IAF volunteering team and receive full training to help you coordinate a timetable of activities within your local community.

Key responsibilities:

- Researching activities and events for young people to participate in via websites and social media.
- Adding events found during the research process to the What's on channel in *Our Space* (Discord) and gaging interest from young people.
- Meeting with the Youth Activities Coordinator on a monthly basis to discuss available budgets, file attendance records and share feedback.
- Working with the IAF Youth Activities Coordinator to make bookings or reservations for any paid activities such as bowling, cinema trips etc.
- Creating welcoming, inclusive and accessible events to suit a diverse range of abilities and needs.
- Gathering feedback from participants and taking photos during excursions/activities to feed into charity's impact reports for funders of the *i-Time* project.

How do I apply?

We're looking for 2 Volunteer Activity Coordinators to help organise activities for young people in each location we support (Ashfield, Mansfield and Worksop). Applications to join us as an *i-Time* volunteer are open year round so if you're interested in joining the team, please speak contact your Team Leader/Mentor or reach out to our Youth Activities Coordinator on info@inspireachieve.co.uk.

Why should I volunteer?

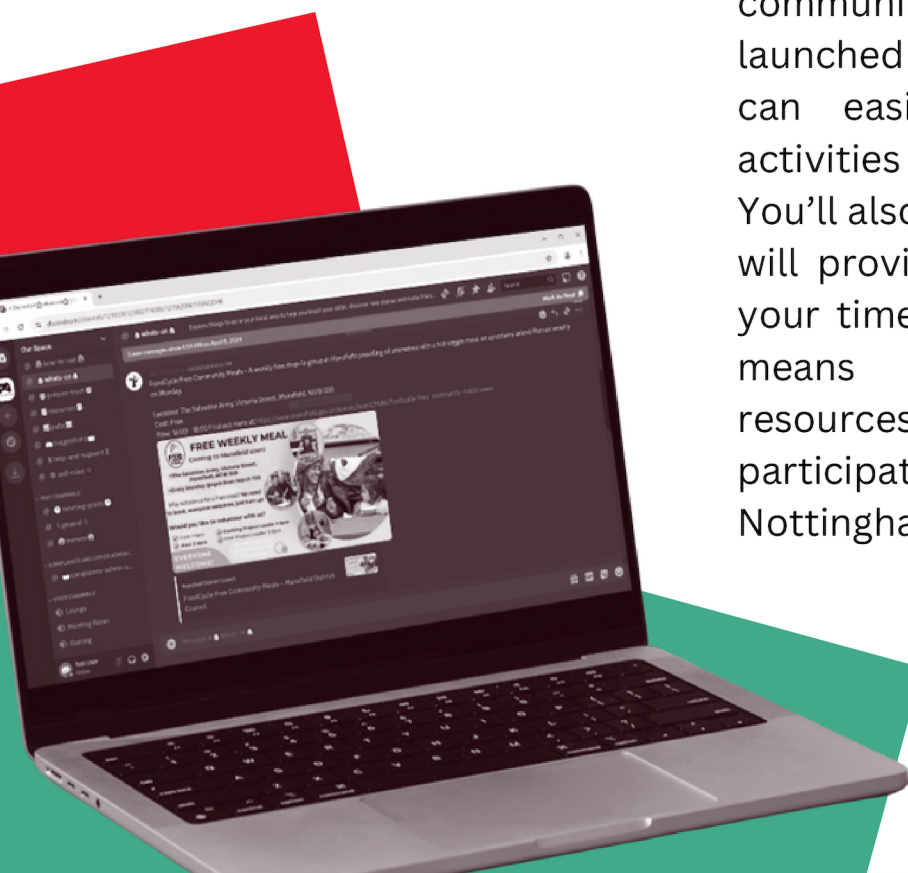
Volunteering with IAF is not just about giving back – it's about personal growth and development.

- ✓ Learn new skills
- ✓ Add to your CV
- ✓ Meet new people
- ✓ Create a role around your interests
- ✓ Volunteer away days to help you connect as a team

How will I be supported?

One of the key features of our project is the use of Our Space, IAF's dedicated Discord platform which serves as a hub for volunteers to collaborate, make plans, and communicate with other young people.

Providing a space for creativity and community building, IAF's newly launched Our Space means volunteers can easily coordinate and organise activities so everything runs smoothly. You'll also work closely with IAF staff who will provides support in managing both your time and an activities budget. This means that volunteers have the resources they need to plan and participate in enjoyable activities within Nottinghamshire.





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