

Background Information for Applicants

Volunteer Coordinator

The Role

We are seeking a motivated and well-organised **Volunteer Co-ordinator** to join our team and play a central role in developing, supporting and strengthening Prostate Scotland's volunteer programme. Our volunteers are essential to the delivery of our work, including supporting fundraising activity and helping to raise awareness of prostate health within communities across Scotland.

The **Volunteer Co-ordinator** will lead on the recruitment, training, engagement and ongoing support of volunteers. Working closely with colleagues, partner organisations and volunteers themselves, you will ensure a positive, inclusive and well-managed volunteer experience. This role directly supports the charity's mission by enabling volunteers to contribute safely, confidently and effectively to our services and awareness activity.

This role will involve:

- Recruiting, onboarding and supporting volunteers across a range of roles, including awareness talks, events and office-based support.
- Developing, maintaining and embedding volunteer policies, procedures and the volunteer handbook.
- Coordinating volunteer induction, training and ongoing development, working with colleagues to identify and respond to training needs.
- Working closely with partner organisations to recruit, support and coordinate partnership volunteers, including Prostate Champions.
- Providing regular communication, supervision and support to volunteers to promote engagement, wellbeing and retention.
- Coordinating and allocating volunteers to awareness talks and other activities, ensuring all volunteers are appropriately trained and supported.
- Maintaining accurate and up-to-date volunteer records and activity data on the CRM system.
- Monitoring, evaluating and reporting on volunteer activity and impact, including the preparation of internal and external reports.
- Developing and delivering volunteer recognition and engagement initiatives.
- Working collaboratively with colleagues across the charity to ensure volunteers are effectively integrated into services and organisational priorities.

Strong communication and relationship-building skills are essential, particularly when working with clinicians, volunteers, partners and supporters. You will also represent Prostate Scotland at relevant meetings, events and awareness activities.

We are looking for candidates with excellent organisational, administrative, IT and digital skills. Knowledge of prostate cancer and prostate disease is desirable but not essential, as training and clinical support will be provided. Occasional travel within Scotland will be required. This role reports to the CEO and is offered initially on a one-year fixed-term contract.

About Prostate Scotland

Established in 2006, Prostate Scotland is a Scottish charity dedicated to raising awareness of prostate disease, supporting men and their families with information and advice, and advancing treatment and research. We are registered at Princes Exchange, 1 Earl Grey Street, Edinburgh EH3 9EE (Scottish Charity No. SC037494; Company No. SC306268).

Prostate disease affects one in two men during their lifetime, and one in ten men will develop prostate cancer. It is the most common cancer among men in Scotland. While survival rates have doubled over the past two decades, there is still much work to be done to improve outcomes and quality of life. Our Board includes individuals with lived experience of prostate disease alongside leading medical experts. We are supported by a dedicated staff team and an active volunteer and supporter base across Scotland.

Achievements and Impact

Prostate Scotland has been widely recognised for the quality and impact of its work, including:

- Best Charitable Initiative, Pfizer UK Excellence in Oncology Awards (2009)
- GSK Impact Award, The King's Fund (2010)
- Best Public Sector Advert, Scottish Advertising Awards (2010)
- BMA Patient Information Awards (2013 and 2015)
- Scottish Health Charity of the Year (2017)

Our work has helped reduce gaps in information and support, particularly for men aged forty and over. Key initiatives include our comprehensive website, national awareness campaigns, and the COMPASS project, which provides direct support services and a dedicated mobile app.

Fundraising and Partnerships

Around 95% of Prostate Scotland's income comes from voluntary donations. We are supported by individuals, community groups and corporate partners across Scotland, alongside funding from trusts and the Scottish Government. We aim to ensure the maximum proportion of funds raised is directed towards improving outcomes for men affected by prostate disease.

Looking Ahead

Under the leadership of our CEO, Alison Wright, Prostate Scotland is entering an exciting period of development. Future priorities include expanding digital services, strengthening workplace initiatives, and supporting research to better understand the needs of men living with prostate disease.

Summary

This is an opportunity to join a small, committed and growing charity making a real difference to men's health across Scotland. If you are passionate about high-quality information, collaboration and improving lives, we would welcome your application.