



Hackney Winter Night Shelter

Volunteer Coordinator	
Reporting to	Core Group
<p>Hackney Winter Night Shelter is looking for enthusiastic and committed volunteers to join us as Coordinators. We are a small charity providing a hot meal and a warm bed for homeless guests who would otherwise be out on the streets during the coldest winter months. The shelter operates out of different venues around Hackney each night of the week and we are open from 1st November - 22nd December and 30th December - 30th March.</p> <p>Your commitment would be to one night of the week for either our Autumn (Nov – Dec) or Winter (Jan-March) season. As you would be working as part of a team, you would not be expected to coordinate each week, but a handful of times throughout a season.</p> <p>The role will give you the opportunity to make a real difference in your community. We provide initial and ongoing training and a community of support through the “Core Group” which comprises of our 70+ coordinators and staff.</p>	
Responsibilities and Accountabilities	
<ul style="list-style-type: none"> • To liaise with the owner of the hall where your shelter is held • To organise a team of volunteers on a rota basis • To encourage and support your volunteers • To create a welcoming environment for guests to stay in • To have overall responsibility for the safe running of your shelter night, for the wellbeing of both guests and volunteers - overseeing each shift from checking the fire alarm to sorting the laundry. • To report by email to the Core Group shortly after your shelter has closed each week • To be a supportive and active member of the Core Group • To liaise with the Advocate Worker regarding expected guests for the evening 	
Core competencies	

"Hackney Winter Night Shelter" is the operating name of Hackney Doorways, a charity registered in England and Wales Registered Charity No.1139183. A company limited by guarantee registered in England and Wales No. 070647744 Registered office: Room 3, The Round Chapel Old School Rooms, 2 Powerscroft Road, Lower Clapton, London, E5 0PU

- The ability to lead, inspire and be part of a team
- Confidence in decision making
- Excellent interpersonal skills
- Excellent organizational skills
- Excellent communication skills
- Appropriate understanding of boundaries
- Understanding of HWNS guiding values
- Willingness to cooperate with other coordinators

If you'd like more information about what you can expect from the role and to have an informal discussion please email volunteer@hwns.org.uk or call 02085338308.

To apply please complete an application form and email to volunteer@hwns.org.uk