



**Volunteer Role Title:**

Office Coordinator

**Responsible To:**

Executive Director: Hugh Torrance ([hugh@leapsports.org](mailto:hugh@leapsports.org))

**Purpose of the Role:**

LEAP Sports Scotland is committed to breaking down the structural, social and personal barriers which prevent lesbian, gay, bisexual, transgender and intersex (LGBTI) people across the country from accessing, participating and excelling in Scottish sports. We believe that sport, and all the benefits it brings, should be for everyone. We are dedicated to making Scotland a proud leader in the ongoing campaign to recognise and celebrate diversity in sport.

As a member of our office based team, you will be making a vital contribution to our efforts to create a positive, inclusive and vibrant space to welcome guests, visitors, community sports groups and partners.

**Main Tasks:**

- Ensure the working space is looking positive and welcoming
- Changing posters, topping up leaflet stands, and controlling stock of resources
- Helping to create new office systems or processes
- Supporting groups who are booking out the meeting space

**Person Specification:**

Skills, Qualities and Experience:

Essential:

- Good communication skills
- Passion for LEAP goals and principles
- Can use good initiative

Desirable:

- Experience of working in a small office

People from all backgrounds are welcome to apply and we would particularly encourage applications from the BME community, who are currently under-represented within our team.

### **Where and When:**

#### Where:

This work is based within our Glasgow city centre office, close to Central Station. Being office based allows you to liaise with members of our staff team, utilise our computers, print resources, Wi-Fi, telephone and amenities.

You may also be asked to attend staff and volunteer which are occasionally held externally. We will support volunteers in every such instance to be able to undertake these duties where they may otherwise be faced with travel or access barriers.

#### When:

We are looking for someone who can work a regular commitment of approximately 6-7 hours per week, to be worked within the standard working hours of 9am-5pm, Monday – Friday. This could be one full day, or could be worked over 2 or more days and we will be happy to negotiate and discuss a flexible arrangement that is mutually suitable.

### **Training & Support Provided:**

- Introductory training and ongoing support
- Tailored training relevant to specific roles and/or tasks undertaken
- Group support and supervision opportunities, including regular line manager check-ins
- Use of any other relevant resources as required
- Volunteer social and recreational events with staff team

### **Expenses:**

Travel expenses to and from the office will be reimbursed, as well as any other reasonable expenses incurred in the process of performing volunteering duties for the organisation.

### **Accessibility:**

LEAP Sports Scotland strives always to provide a supportive environment which is cognisant of the intersectional needs of staff, volunteers and service users from a variety of diverse backgrounds. We are therefore determined to ensure that we do everything we can to help make LEAP a positive organisation to be involved with for people who are disabled or who may have any additional support or access needs.

### **LEAP Sports Volunteer Statement:**

By volunteering with us, you are giving your time and energy to help us achieve our goals and as such it is our responsibility to create a working environment and organisational culture in which you feel comfortable, safe, included, listened to, supported and valued. It is our responsibility to ensure that we provide you with an environment of this kind. As such, we will work with you upon the initiation of any volunteer role undertaken and throughout that role to ensure that this is the case.

It is also paramount to the LEAP staff team that you enjoy and gain from your role as a volunteer with us; we believe that volunteering with us should constitute a relationship of mutual benefit which enables volunteers to pursue personal interests, develop skills, make social and professional connections, enjoy recreational opportunities and to advance their personal development. This is the ethos which informs the parameters of all our voluntary roles and we always welcome any feedback from volunteers as to how we can best ensure this.

**Volunteer Support:**

One of our team members will be available to you to discuss your access needs, and to develop a plan for how we can best meet them.

General queries: Andrew Marshall ([andrew@leapsports.org](mailto:andrew@leapsports.org))

**Application process:**

Our application is a simple online form which you can find via the volunteer section on our website: <https://leapsports.org/support-us/volunteer>

Following the submission of your application, we will be in touch within 2 weeks to advise you of the next steps.