

GRIMM & CO



APPROVED BY

www.grimmandco.co.uk

Registered charity 01154990

Volunteer Admin Assistant



Grimm & Co is a Yorkshire charity, based in Rotherham, that supports children and young people to make meaning of the world around them and build a positive narrative for themselves within it through the joyful discovery of stories.

Our Emporium of Stories is an enchanting story destination with Book Nook, Apothecary to the Magical shop, a story market, Feastery café (serving story-themed food and drink) and secret doors that hide beanstalks and writing/theatre spaces, where imaginations are ignited for children and young people to bring stories to life.

This role has been made possible due to funding support from the National Lottery Heritage Fund, in place until August 2027.

We are looking for a Volunteer Admin Assistant

The role in brief:

Grimm & Co is seeking a communicative, organised, person-centred individual to listen to, support and nurture our volunteers, ensuring they feel welcomed, valued and confident in their roles.

This role will coordinate volunteer journeys from first enquiry through induction, ongoing support and evaluation. The postholder will assist the People Manager to coordinate timetabling and communication, support reflective practice, and help ensure volunteering at Grimm & Co is a meaningful, inclusive and positive experience for everyone involved.



Some Key Terms & Conditions of the Role



Hours Part Time: 1 days per week (8 hours per week). We operate Monday – Sunday (general shift pattern, including evening and weekend work). A working pattern will be established by agreement on appointment.

Holidays: You will receive 25 days of annual leave plus all UK Bank Holidays pro rata.

Reports to: People Manager

Location: Mostly in Rotherham

Contract: Fixed Term until August 2027

Salary: £10 per hour to £12.21 per hour depending on age.

Benefits: Grimm & Co is a charity that rewards staff with a strong commitment to their well-being, staff discount, on-site parking and good working conditions.

How to apply:

Please submit your CV and a covering letter to amanda.barnes@grimmandco.co.uk. In the subject field, please write “Application for Volunteer Admin Assistant” followed by your name. The covering letter should outline – with examples - each bullet point from the Person Specification (see below).

Grimm & Co wish to make our application process as accessible as possible. If you are experiencing any barriers in applying for this position, please contact us to discuss this further. We also welcome your thoughts on how we can improve our approach so please do tell us if your experience of this process could have been improved.

If you have questions about the role and would like to have an informal conversation before submitting a completed application form, please contact the People Manager to arrange a conversation by emailing amanda.barnes@grimmandco.co.uk.

Closing Date for Applications: Midday on the 5th of March 2026

Interviews will be held on either the: 17th or 18th of March 2026

Please inform us of any issues regarding these dates at the application stage.

Start Date: As soon as possible

Job Description:



Key Responsibilities

- Volunteer Support & Care
- Act as a main point of contact for volunteers, providing clear communication and ongoing support
- Foster a welcoming, inclusive and supportive volunteering culture
- Respond to volunteer queries and support volunteers to feel confident and valued in their roles
- Work with colleagues to ensure volunteers are supported safely and appropriately
- Organise social events and relevant training opportunities for volunteers

Volunteer Journeys & Evaluation

- Support volunteers through all stages of their journey, from application to ongoing involvement
- Collect feedback from volunteers to check progress against goals, understand their experience and identify areas for improvement or organisational further support
- Support evaluation of volunteer impact and satisfaction
- Use insight and feedback to improve volunteer processes and practice

Induction & Training

- Coordinate volunteer inductions, ensuring volunteers understand Grimm & Co.'s values, expectations and ways of working
- Support the development and delivery of induction, policies, practices (e.g. volunteer expenses) and training materials
- Ensure volunteers receive relevant information, guidance and updates

Timetabling & Coordination

- Coordinate volunteer timetables to meet organisational needs and volunteer availability
- Maintain accurate records of volunteer hours, roles and schedules
- Communicate clearly with volunteers about shifts, changes and upcoming opportunities
- Liaise with wider team around opportunities, roles and timetabling for volunteers

Administration & Records

- Maintain accurate volunteer records in line with GDPR and organisational policies
- Support safer recruitment processes, including checks where required (e.g. DBS checks)
- Produce basic reports on volunteer numbers, engagement, progression, impact and hours

General

- Work collaboratively with staff and volunteers across the organisation
- Contribute to a culture of reflection, learning and continuous improvement
- Support Grimm & Co.'s mission and charitable objectives in all aspects of the role
- Support the wider team to ensure excellent provision and experiences for audiences and beneficiaries
- Any other reasonable duties, as may be requested from time to time

About you/Person Specification:

Please use this person specification to create your covering letter using the bullet points below.

Essential qualifications and experience:

- Experience of coordinating or supporting volunteers or people in a community or organisational setting
- Excellent administrative skills
- Confidence using databases or scheduling systems
- Good knowledge of Word, Excel and Outlook
- Strong interpersonal and communication skills
- Good organisational skills and ability to coordinate timetables and multiple priorities
- A caring, inclusive and supportive approach
- Understanding of confidentiality and data protection
- Commitment to Grimm & Co.'s values and ethos

Desirable experience:

- Experience working in the charity, education, arts or cultural sector
- Experience of volunteer induction, training or evaluation
- Understanding of safeguarding and safer recruitment

Pre-Employment Checks

- All employment offers are conditional upon receipt of two satisfactory professional references. Referees will be sought from an applicant once an offer of employment is made and referees will not be approached without the applicant's permission.
- All contract types are subject to a probationary period of 3 months.

Please note that this post will require DBS clearance, which will be completed by Grimm & Co for the successful candidate.



What our current staff say:

“The role of the CLC involves exciting delivery of workshops to children and young people. It is a fantastic opportunity to meet people from different backgrounds, both in person and remotely and offer support to encourage their creativity. The role requires you to be organised and have good time management, plus a love of having fun and being a bit silly. As well as delivery, there is a focus on planning sessions, administration, evaluation and analysing our feedback and outputs to keep improving our provision.”

“For me the best bits are meeting new young people and hearing their amazing ideas and watching them grow in confidence. Seeing a project come to a close and the young people and their families enjoying the end output makes you feel proud and a great sense of achievement. Working with the young people is instant gratification and a reminder of why we do what we do.”

If this doesn't sound like the role for you...

Why not have a look at our volunteering opportunities? Volunteers are our lifeblood here at Grimm & Co and we support a huge range of volunteering roles, find out more here: [Volunteering - Grimm & Co - Come and join our team \(grimmandco.co.uk\)](https://www.grimmandco.co.uk)

