

Volunteer Project Coordinator

Organisation: Great Northern Mental Health Services

Location: New Testament Church of God and community settings across Huddersfield

Time Commitment: Flexible – minimum 4–8 hours per week preferred

Duration: Ongoing / Project-based

Expenses: Reasonable out-of-pocket expenses reimbursed (subject to policy)

Role Purpose

The Volunteer Project Coordinator will support the planning and coordination and lead on the delivery of community-based mental health and wellbeing projects.

This role will help ensure projects are organised, inclusive and impactful, supporting volunteers, partners and participants to work collaboratively to improve wellbeing, reduce isolation and strengthen community resilience.

Key Responsibilities

- Supporting the planning and coordination of community wellbeing projects
- Assisting with project timelines, task tracking and activity scheduling
- Liaising with volunteers, community members and partner organisations
- Supporting promotion and outreach for activities and events
- Helping to monitor progress and gather feedback
- Maintaining basic project documentation and records
- Supporting funding reporting requirements (where applicable)
- Encouraging inclusive participation and community voice
- Identifying opportunities to strengthen or expand projects

What We Offer Volunteers

GREAT NORTHERN MENTAL HEALTH SERVICES

VOLUNTEER OPPORTUNITY

- A supportive and inclusive environment
- Training, mentoring and leadership development
- Project management and coordination experience
- Flexible volunteering arrangements
- A reference after sustained commitment
- Opportunity to make a tangible difference in local mental health support

Person Specification – Essential

- Interest in mental health, wellbeing and community development
- Good organisational and communication skills
- Ability to coordinate tasks and work collaboratively
- Reliable and able to take initiative
- Empathy and respect for diverse communities
- Willingness to learn and develop

Person Specification – Desirable

- Experience supporting projects, events or community initiatives
- Knowledge of local community issues in Huddersfield
- Basic IT and record-keeping skills
- Confidence engaging with community stakeholders

Equality, Diversity and Inclusion

Great Northern Mental Health Services welcomes volunteers from all backgrounds and values lived experience. We are committed to creating an inclusive environment where everyone feels respected and heard.

GREAT NORTHERN MENTAL HEALTH SERVICES

VOLUNTEER OPPORTUNITY

Safeguarding

Volunteers must follow organisational safeguarding and confidentiality policies. A DBS check may be required depending on project activities.

How to Apply

Email:

Phone:

Or speak to a member of the Great Northern Mental Health Services team at New Testament Church of God.