



## Job Title: Programme & Volunteer Coordinator

**Location:** Hybrid - Bristol hub and work from home.

**Hours:** Full-time 37.5 hours per week

**Salary:** £27,000 - £29,000

**Starting Date:** 1st September 2026

**Reports to:** COO

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## About Us

We are a fast-growing charity delivering hands-on cooking and nutrition programmes in schools. Our mission is to equip children with the skills and confidence to cook simple, healthy meals from scratch, building lifelong positive habits.

Our Cook5 with CRuNCH sessions are delivered in schools as an extra-curricular programme.

We work closely with schools and volunteers to deliver engaging, practical sessions that make a real difference to children's lives.

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## Role Purpose

The purpose of this role is to coordinate the smooth delivery of our school-based programmes by acting as the key link between schools and volunteers and managing all the logistics and materials required for delivery. You will ensure sessions are well-organised, fully staffed, and delivered seamlessly, creating a positive experience for both children and volunteers.

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## Key Responsibilities

### School Onboarding & Programme Coordination

- Maintaining a pipeline of local schools to align with our growth strategy
  - Act as the main point of contact for partner schools
  - Coordinate programme logistics including session dates, times, and student numbers
  - Manage key student information including consent forms, allergies, and additional requirements
  - Ensure all safeguarding and programme requirements are met ahead of sessions
  - Build strong relationships with school staff and respond to queries
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### Volunteer Coordination

- Manage and assign volunteers to school programmes

- Coordinate schedules and availability (e.g. via WhatsApp or similar tools)
- Act as the primary contact for volunteers before and during programme delivery
- Ensure volunteers are well-informed, prepared, and supported
- Handle last-minute changes or gaps in staffing

## **Logistics & Operations**

- Organise ordering of ingredients and materials for sessions
  - Coordinate collection or delivery of food and equipment
  - Ensure all session resources are prepared and available on time
  - Troubleshoot logistical issues quickly and effectively
  - Maintain systems to track operations
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## **Volunteer Recruitment & Onboarding**

- Support recruitment of new volunteers
  - Coordinate onboarding, including communication, documentation, and initial training
  - Ensure volunteers understand expectations, programme structure, and safeguarding requirements
  - Maintain volunteer records and availability
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## **Person Specification**

### **Essential**

- Strong organisational and coordination skills
  - Ability to manage multiple moving parts and schedules
  - Confident communicator, comfortable liaising with schools and volunteers
  - Proactive and able to problem-solve independently
  - Comfortable working in a fast-paced, growing environment
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### **Desirable**

- Experience working with volunteers
  - Experience in schools, education, or community programmes
  - Interest in food, cooking, or nutrition
  - Experience in a start-up or charity environment
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## **Skills & Attributes**

- Highly organised with strong attention to detail
- Calm under pressure and able to handle last-minute changes
- Friendly, approachable, and relationship-focused
- Practical and hands-on

- Confident user of all Microsoft office/equivalent applications

## **Working Pattern**

- 37.5 hours per week
  - Hybrid working (combination of remote work and working in our Bristol hub and visits to local schools and volunteers).
  - Due to the nature of the charity holidays are generally to be taken during school holidays
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## **What We Offer**

- Opportunity to play a key role in a growing, mission-driven charity
  - Flexible, hybrid working environment
  - Meaningful, hands-on work with visible impact
  - Opportunity to shape and improve how programmes are delivered
  - Generous holiday package
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## **Application Process**

- Please submit your CV and a short statement outlining your interest in the role to [volunteer@crunchtime.org.uk](mailto:volunteer@crunchtime.org.uk)
  - Application deadline 12th July
  - Interviews will be held on the week commencing 20th July
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