

Likewise

Placement and Volunteer Coordinator Information pack

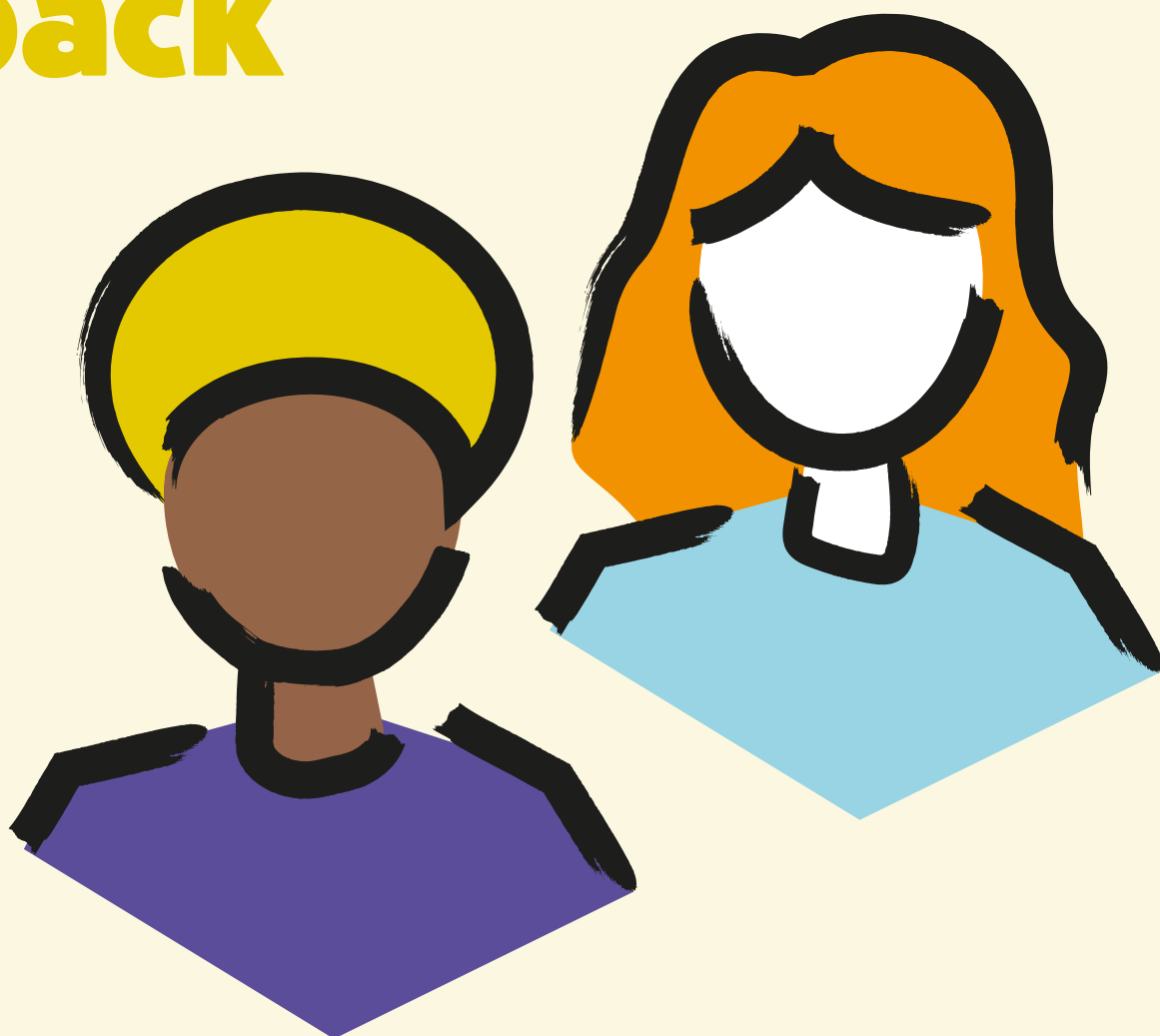


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The role at a glance

We're looking for a dynamic, creative, and driven Placement and Volunteer Coordinator to join our team! You'll be primarily responsible for:

- Recruiting and onboarding volunteers, placement students, and trainee creative therapists
- Maintaining relationships with a wide range of community networks and university partners
- Planning and facilitating induction and training spaces
- Co-planning and coordinating placement journeys in line with organizational needs and arising opportunities
- Holding supervision and check-in spaces with our trainee creative therapists, supporting their professional development and therapeutic practice in alignment with our values and mission as an organization.

You'll work in a team of three, alongside our **Community Programme Coordinator** and **Community and Placement Programmes Lead**. Together, you'll equip volunteers and placement students with the knowledge, skills and emotional intelligence needed to deliver human-centred support to our community.

We've included a comprehensive job description at the end of this information pack.

KEY INFORMATION

Title: Placement and Volunteer Coordinator

Salary: £28,000 FTE (pro-rata for 4 days)

Holiday: 28 days FTE + bank holidays (pro-rata for 4 days)

Pension: 5% employer contribution

Hours: 4 days per week, flexible but Mondays required

Based: In-person, based at Likewise Community Hub, Camden



About Likewise

Likewise is an innovative social care and mental health charity working at the heart of the Camden community.

We exist to create compassionate, human-centred relationships and spaces where people feel valued, accepted, and connected. We support often isolated, marginalised or excluded people by building authentic relationships and community together. Through these connections and our partnerships, we nurture wellbeing and inspire systemic change toward a more human, empathetic, and inclusive health and social care system.

THE CORNERSTONES OF OUR WORK

1-to-1 support

Providing individual support through human centred relationships where we're alongside people as they navigate life, cultivate wellbeing.

Community

Building spaces where people feel safe to be themselves, and feel a sense of belonging, connectedness and acceptance.

Partnership working

Collaborating with other organisations where we learn, act together and model human-centred services for greater impact, influence.

A human organisation

We focus on relationships and we take good care of each other. We're adaptable, responsive, dynamic and always learning.

ABOUT THE COMMUNITY HUB

The Likewise Community Hub and Garden offers a safe space for people to explore a range of wellbeing activities and events, whilst creating opportunity for connection, relationship, belonging and support.

It is open to all, with a particular focus on people who may feel lonely, socially isolated, or are experiencing mental ill health. It's also a place to access therapies, groups, and where everyone can meaningfully contribute – upholding the principle that we all have needs, and we all have something to offer.

ABOUT OUR PLACEMENT AND VOLUNTEERING OPPORTUNITIES

We feel strongly about what good care and support looks like, so our placement and volunteering opportunities are designed to equip people with the skills, values, and emotional intelligence needed to make a meaningful impact in the community and in their future careers.

We see that people are given hands-on, front-line experience within our 1-1 and community offers – where they can embark on a learning journey full of opportunity to serve our community members and clients, whilst nourishing their personal growth and professional development.



About our culture and ways of working

SELF-MANAGING

We work in a way that is trust-based and autonomous. We believe in everyone's intrinsic motivation to do their best work, and to manage themselves in the way that best serves the work we're doing. Our intention is to delegate as much decision making and leadership to those closest to the task, and want the right people to make the right decisions with as much agility and responsiveness as possible.

BRING YOUR WHOLE SELF TO WORK: IT'S ALL WELCOME.

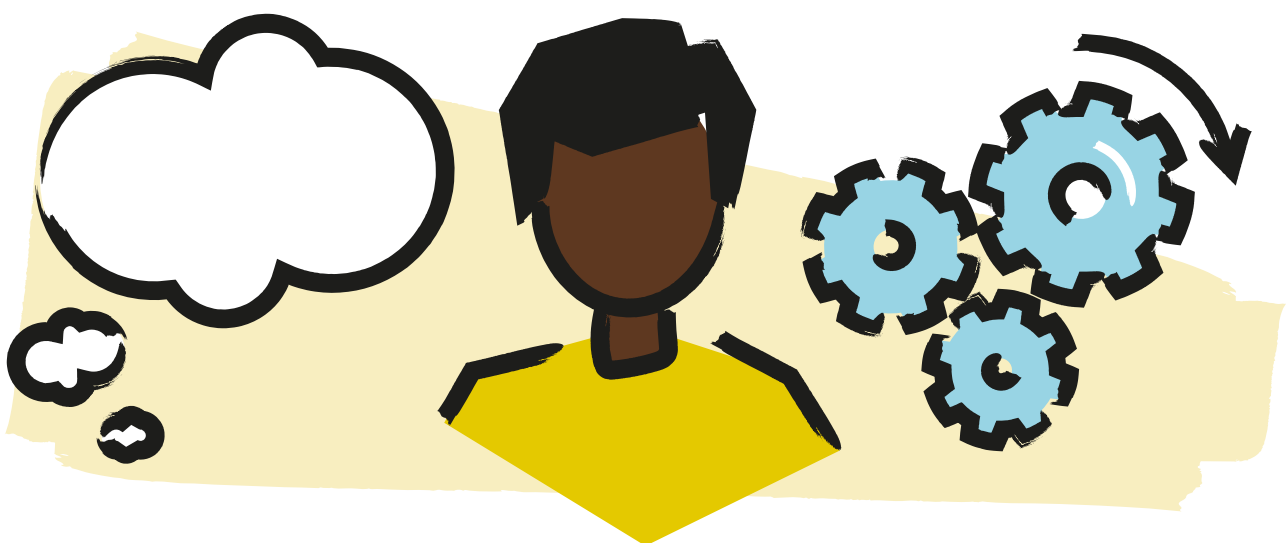
Our hope is that every person who joins our community – whether as a staff member, community member, student, volunteer or supporter – can feel safe to be themselves. We don't believe that you should have to (or even that you can) leave the rest of your life at the door when you arrive at work. So we are committed to creating work spaces and relationships where our whole authentic selves are welcome.

NOTES ON EQUITY, DIVERSITY AND INCLUSION

We recognise that respecting and celebrating our humanity – both what we have in common and what makes us unique - will ensure that our services reflect the needs and experiences of all who access Likewise.

We are passionate about Likewise becoming a truly equitable, diverse, inclusive workplace and community. It's also important we name that we're not where we want to be yet with this, and we are continuing to learn and hold ourselves accountable for making this vision a reality.

With this in mind, we welcome applications from candidates of any age, gender identity, race, ethnicity, sexual orientation, religion, or socioeconomic background, and from those living with physical and/or mental health conditions. We also encourage you to let us know if there is anything you need to help you do your best in this recruitment process – we're always happy to discuss options.



About you

At Likewise, everyone must first and foremost be a learner and a leader:

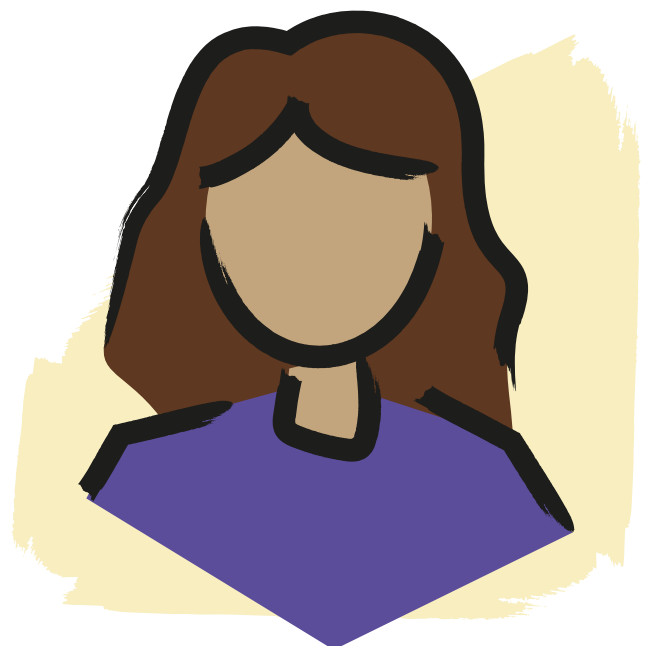
- **Learner:** we need individuals who are committed to their own learning, growth and development. People who can sit with the discomfort of being outside their comfort zone, are ready to engage in the diverse experiences of our work, and are prepared to tap into their vulnerability.
- **Leader:** we need leaders who take responsibility for finding the potential in themselves and others, and who have the courage, commitment and care to develop that potential.

For this role, you'll need to have some experience of, or be very confident in:

- Planning and facilitating workshops, interviews, training, or other group spaces.
- Supporting a range of individuals and relational dynamics in a wellbeing, clinical, or therapeutic context (especially, but not limited to, creative therapies)
- Administrative work, recording and maintaining accurate data and information, with a working proficiency in Excel or similar tools.
- Project coordination, utilizing progress trackers or management tools to support project delivery and meet deadlines.

We're looking for someone who is:

- Passionate about person-centred work - someone who is invested in our practice and approach when it comes to providing care to our community
- Organised, detail-focused, and a great problem solver – someone who can plan ahead, but also be present and responsive in the moment
- Curious, reflective and committed to learning – about our work, values, and about themselves
- Flexible and keen to be part of our broader work – to join in a community event or sit and have a cup of tea with a client when the opportunities arise
- A good communicator – someone who can confidently represent our values and approaches, and act as a reliable point of contact for universities, placement students, and creative therapist trainees.



How to apply

We want to make our recruitment as inclusive as possible. If there is a part of this application process where you feel you may need reasonable adjustments to do your best, please get in contact with us to chat this through.

The recruitment process for this role will contain 3 stages:

1. A written application (see below for guidance) by the 31 March, 9am.
2. A group selection workshop on the evening of the 9th or 10th of April, which will be at our hub in Camden
3. Selected candidates will then be invited to do a presentation task and interview for the week commencing 14 April, with flexible timings.

STAGE 1: YOUR WRITTEN APPLICATION

To apply for this role, please complete the application form linked below before 9am on 31 March. This includes space to upload a CV and supporting statement.

[Link to application form](#)

Your CV

We welcome either chronological or skills-based CVs for this role – please use whatever format works best for you. Please do not include your name or any other personal characteristics on your CV. This helps us to look at written applications anonymously.

Your Supporting Statement

Your supporting statement should address the following two questions, and be no more than 800 words long in total:

- What is at the heart of your offer to Likewise and this particular role, in terms of practical skills, competencies and/or experience?
- Tell us about your core and guiding values as a person. You may choose to reflect on the following: What are they, and why are they meaningful to you? What have you learned about them through living them? How might they contribute to this role at Likewise?

Again, to help us look at applications anonymously, please do not include your name or any other personal characteristics on your supporting statement, unless they are necessary for a point you are writing about.

How will your application be assessed, and what happens next?

We will assess anonymised supporting statements and CVs separately against the criteria listed in the “about you” section. Our decision on whether we invite you to the next stage will be based on our combined assessments of your CV and supporting statement.

We will let you know the outcome of your application either way at every stage of the process. Please note, we are a small team, so are unable to provide feedback at the first stage of recruitment, but we will give feedback at stages 2 and 3.

Key areas of responsibility and focus

COORDINATION, MANAGEMENT, AND PLANNING

- Planning and leading recruitment and onboarding processes for volunteers, placement students, and trainee creative therapists. This includes in-person or online one-to-one interviews and group selection workshops
- Organising and delivering inductions to placement, creative therapies and volunteer cohorts in-person at our Hub
- Organising and delivering training and learning spaces for all volunteers, placement students, and trainee creative therapists
- Promoting multi-professional placement and volunteering opportunities to a network of course providers, universities, and the community. This includes creating and updating placement and volunteer adverts and information packs for our website and social media channels
- Working closely with the Community Programme Coordinator and Community and Placement Programmes Lead to manage placement and creative therapies timetables, and adapt recruitment strategies based on organisational needs and opportunities

COMMUNICATION, INFORMATION, AND RELATIONSHIP

- Maintaining regular communications and open channels with the wider organisation; sharing updates, allocations, and announcements pertaining to our placement and volunteer programmes

- Being a main point of contact for supervisors and 'Pod Leaders', helping them foster personal and professional growth of placement students through their relationships while upholding a duty of care
- Supervising and being a main point of contact for creative therapists and trainees – encouraging reflection, learning, and guiding their practices to meet person-centred and therapeutic standards
- Working with our Community Programme Coordinator and Community and Placement Programmes Lead to ensure that our recruitment, training, and delivery strategies across placement and volunteer programmes are in line with our wider work and mission as an organisation

COMMUNITY HUB AND ENGAGEMENT

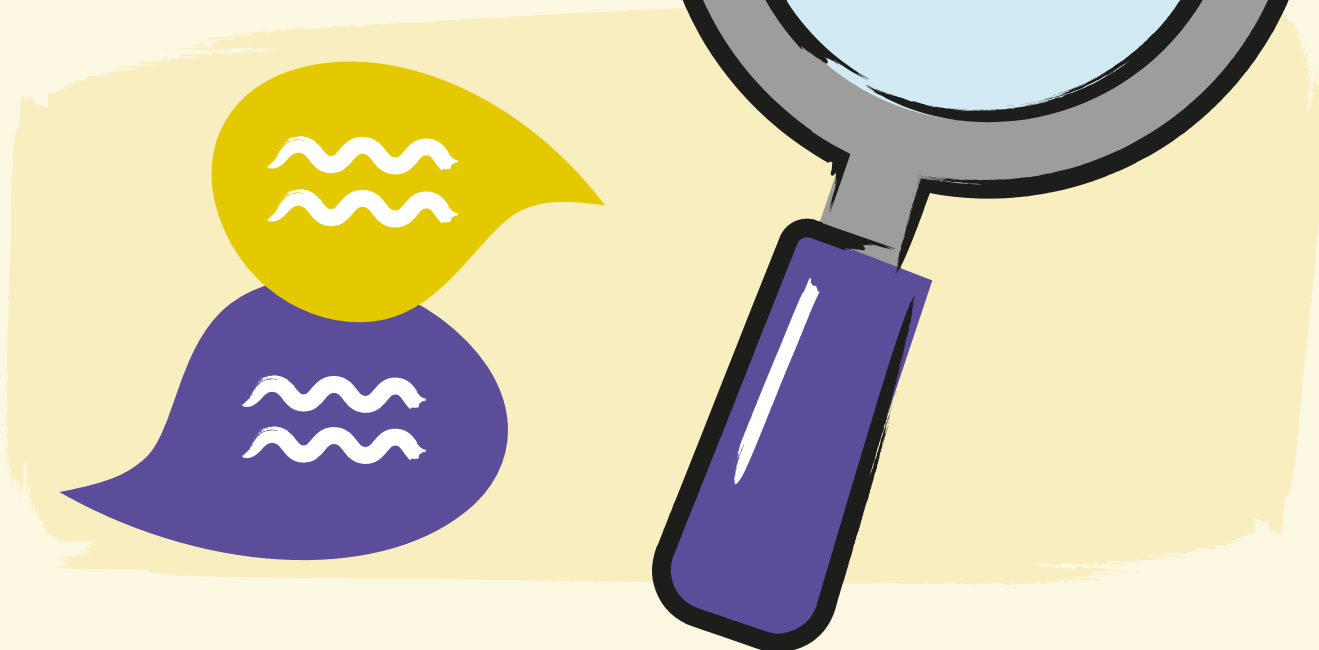
- Working closely with our Community Programme Coordinator to keep up to date with events, projects, or matters arising in the Community Hub. Supporting balanced engagement in these spaces from volunteers, placement students, and trainee creative therapists
- Participating in community activities when opportunities arise, taking time to get to know and build relationships with our community and clients
- Joining a rotation of hosts for our front office and reception space, welcoming people into our Hub and supporting general enquiries or signposting requests

LEARNING, MONITORING, AND EVALUATION

- Organising and maintaining accurate records of and information relevant to the delivery and coordination of our volunteer and placement programmes
- Working alongside our Community and Placement Programmes Lead and our Research, Evaluation and Learning Team to understand reporting requirements for our creative therapies programme. Ensuring trainee inductions and training spaces are up to date with the use of impact measurement tools and recording methods in line with this
- Ensuring volunteer/placement student inductions and training spaces are up to date with the implementation of feedback and evaluation tools set up by our Research, Evaluation and Learning Team
- Gathering feedback from our volunteer, placement student and trainee creative therapist cohorts. Sharing findings and themes noticed with our Community and Placement Programmes Lead and/or the wider team

PARTNERSHIPS

- Building and maintaining strong relationships with various stakeholders in the programme, including course-providers and universities
- Ensuring placement partners are kept informed of updates, incidents, or changes to the volunteer and placement programme
- Managing or exploring new advertising or partnership opportunities to better promote our volunteer, placement, and creative therapies programmes



Likewise

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