

Volunteer Coordinator

Commitment Required: Two days per week (9.00am–5.00pm) – flexible

Organisation: The Almshouse Association

Supporting: Charity Housing Alliance (CHA)

About the Role

This is an exciting opportunity to become involved in a growing national initiative that is championing the work of charitable housing providers across England and Wales.

The Almshouse Association is the national membership body representing almshouse charities and supporting the wider charitable housing sector. As part of its commitment to strengthening and promoting charitable housing, the Association has established and supports the Charity Housing Alliance (CHA), a growing alliance that brings together charitable housing organisations, including almshouse charities, housing trusts and other not-for-profit housing providers.

The Charity Housing Alliance works collaboratively with members, partners and policymakers to raise awareness of the unique contribution charitable housing providers make to communities and to encourage greater recognition and support for the sector.

Working closely with The Almshouse Association and the Charity Housing Alliance leadership team, the Volunteer Coordinator will support the continued growth and development of the Alliance. The role offers the opportunity to contribute to communications, membership engagement, research and administration, helping to build relationships across the sector and strengthen the Alliance's collective voice.

A key ambition of the Charity Housing Alliance is to secure greater Government recognition and support for charitable housing providers. Through engagement with Government departments, parliamentarians, local authorities and sector partners, the Alliance aims to ensure that charitable housing providers are recognised within housing policy, planning frameworks, funding programmes and regulatory structures.

This is a varied and rewarding opportunity for someone who is enthusiastic, organised and enjoys working collaboratively. Whether you are looking to develop new skills, share your existing experience, broaden your understanding of the housing and charity sectors, or simply give something back, we would be delighted to hear from you.

Role Details

Location: The Almshouse Association offices, Windsor, Berkshire

Hours: Two days per week, 9.00am–5.00pm - flexible

Working Arrangement: Office-based

Type of Role: Voluntary

Key Responsibilities

Membership Engagement & Development

- Respond to enquiries from prospective members, stakeholders and supporters, providing information about the Charity Housing Alliance and its activities.
- Support initiatives that help grow and strengthen the Alliance’s national network.
- Assist with outreach to potential members, partners and sector stakeholders.
- Help welcome and engage new members and support positive relationships across the network.
- Identify opportunities to encourage participation and engagement.

Communications & Awareness Raising

- Help maintain and develop the Charity Housing Alliance website, ensuring content remains current and engaging.
- Support social media activity and help raise awareness of the Alliance’s work and impact.
- Contribute to newsletters, member updates and promotional materials.
- Monitor sector developments and identify opportunities to promote the Alliance’s activities and achievements.

Research & Policy Support

- Research developments affecting the charitable housing sector, including policy, legislation and funding opportunities.
- Assist in gathering information and case studies to support the Alliance’s advocacy and influencing work.
- Monitor consultations and announcements relevant to charitable housing providers.
- Research potential partnerships and opportunities that may benefit the Alliance and its members.

Administration & Coordination

- Provide administrative support to the day-to-day activities of the Charity Housing Alliance.
 - Assist with organising meetings, events, webinars and stakeholder engagement activities.
 - Maintain records and contact information.
 - Support the preparation of reports, presentations and briefing papers where required.
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What We're Looking For

Ideally, you'll bring:

- Good written and verbal communication skills.
- Confidence communicating with people by telephone, email and online.
- Strong organisational skills and attention to detail.
- The ability to work independently and use your initiative.
- Good IT skills, including Microsoft Office applications.
- An interest in housing, charities, public policy, social impact or membership organisations.
- Curiosity, enthusiasm and a willingness to learn.

It would also be helpful if you have:

- Experience working or volunteering within the charity, housing or public sectors.
 - Experience supporting membership organisations, networks or representative bodies.
 - Knowledge of charitable housing, almshouses or community housing.
 - Experience with websites, social media or CRM systems.
 - An understanding of Government policy-making processes and stakeholder engagement.
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Personal Qualities

We're looking for someone who:

- Enjoys building relationships and working with others.
- Is enthusiastic, proactive and self-motivated.
- Has strong organisational and communication skills.

- Is adaptable and willing to learn.
 - Enjoys being part of a collaborative and supportive team.
 - Shares our commitment to strengthening the charitable housing sector.
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Why Volunteer with Us?

By volunteering with The Almshouse Association and supporting the work of the Charity Housing Alliance, you'll become part of a growing movement that is helping to shape the future of charitable housing.

In return for your time and commitment, we hope to provide:

- A welcoming and supportive environment where your contribution will be valued.
- Opportunities to develop new skills and build on existing experience.
- Exposure to a wide range of issues affecting the housing and charity sectors.
- An office-based role within our Windsor headquarters, working alongside a friendly and experienced team.
- A laptop for use in the role and reimbursement of agreed reasonable expenses.
- The opportunity to work alongside charities, housing organisations and sector leaders who are committed to making a positive difference.
- The satisfaction of knowing that your contribution is helping organisations that provide affordable homes, support and community to thousands of people across the country.

Above all, we hope volunteering with The Almshouse Association and the Charity Housing Alliance will provide an enjoyable and fulfilling experience and the opportunity to contribute to a cause that makes a lasting difference.