

Regional Events Coordinator

10–15 hours per week (flexible)

Reports to: Founder and team

ROLE PURPOSE

The Regional Coordinator plays a key role in managing local events and supporting volunteers. They will act as the first point of contact for local volunteers, partners and collaborating organisations, helping to maintain consistency, care and coordination of events in their region. They will ensure that activities are running smoothly and that volunteers feel supported and valued.

KEY RESPONSIBILITIES

- Coordinate volunteer availability and hand massage visits within the region
- Be a local liaison for community partners, collaborate with identified partner organisations
- Encourage and offer guidance to volunteers
- Assess and support local volunteers who wish to become mentors
- Liaise with Regional Leader and the Founder to report local activity and challenges
- Liase with Marty to ensure the events are put on the portal
- Collaborate with the social media team to identify and activate meaningful engagement opportunities with aligned organisations
- Support volunteers who wish to take responsibility for organising volunteering opportunities at local events/ organisations that interest them
- Support volunteers to take autonomous responsibility while staying connected to the A Touch of Gentleness community by sharing key updates – such as the number of hand massages given and any positive feedback or stories
- Ensure volunteers follow safeguarding and delivery standards
- Attend the local training days for the last 45 minutes when possible

SKILLS ESSENTIAL

- Experience supporting and coordinating volunteers
- Strong communication, listening and people skills
- Excellent organisational skills, reliable, responsive and solution orientated
- Basic IT skills (email, calendar, google forms, WhatsApp)
- Ability to work independently while being part of a wider team
- Passion for human connection, inclusion and gentle presence

SKILLS DESIRABLE

- Familiarity with local community, experience in training / facilitation
- Experience with working with vulnerable individuals,





ABOUT A TOUCH OF GENTLENESS CIC

A Touch of Gentleness is a heart-led not for profit CIC (community interest company) offering free hand massage and gentle listening presence to individuals in the community and in organisations. With over 150 trained volunteers, we aim to bring more connection through touch and active listening. Through this service we helping to shape a more compassionate culture. One that is grounded in generosity, gentleness, joy and peace.

WHAT WE OFFER

- Opportunity to further support A Touch of Gentleness and be a prominent ambassador for them in your area
- Greater connection with other volunteers in your area
- Greater connection with organisations in your local area
- Flexibility to work around your life and community
- Supportive team environment and regular check-ins
- Training and development opportunities as we grow
- Proven health benefits of volunteering
- Travel expenses

HOW TO APPLY

If this feels like work you would be proud to do, please send a short covering letter to Helen detailing your suitability for the role and reasons behind your application along with your CV.

Please apply by email to: info@atouchofgentleness.org

We review applications as they arrive and aim to respond within two weeks.

www.atouchofgentleness.org

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