

## Volunteer Support and Outreach Post – East Sussex

### 10–15 hours per week (flexible)

**Reports to:** CEO and Area Events Co-Ordinators

A Touch of Gentleness is a non-profit CIC shaping a more compassionate culture by putting gentleness, presence, and human connection back at the heart of society, organisations, and everyday life.

### ROLE PURPOSE

This is a wonderfully social and meaningful role that includes:

Being a point of contact and support for volunteers,

Nurturing a sense of community for volunteers in the local area.

Representing A Touch of Gentleness at network meetings online and in person,

The role provides a beautiful opportunity to nurture community, connection, and gentle leadership in action.

### KEY RESPONSIBILITIES

- Reporting to and liaising with the CEO and local Events Co-Ordinator's
- Contacting and supporting newly qualified volunteers
- Fostering a Culture of Care amongst volunteers
- Organising occasional coffee meet-ups for volunteers in local areas,
- Networking online and in person with other organisations and charities as an ambassador for A Touch of Gentleness

### SKILLS ESSENTIAL

- Strong communication, listening and people skills
- A warm and open disposition
- Organised, reliable, responsive and solution-orientated
- Basic IT skills (email, google forms, WhatsApp)
- Ability to work independently while being part of a wider team
- Passion for human connection, inclusion and gentle presence
- A desire to serve others
- Preferably a car driver

### SKILLS DESIRABLE

- Familiarity with networking
- Ability to organise small local fund-raising events.





## 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

- Connection with a growing and compassionate network
- Flexibility to work around your life and community
- Supportive team environment and regular check-ins
- Training and development opportunities as we grow

## 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](mailto:info@atouchofgentleness.org)

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

[www.atouchofgentleness.org](http://www.atouchofgentleness.org)

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