

# Host Coordinator

**We're looking for a passionate, super-organised volunteer to work closely with our Founder to recruit and support our meet-up hosts.**

Let's Talk About Loss is powered by a fantastic group of dedicated volunteers who are working together to get everyone talking about loss. Our vision is that no young griever grieves alone. In the next twelve months, we have ambitious plans to increase nationwide support, and you'll be instrumental in helping us achieve this.

**As Host Coordinator, you are someone who...**

- Is ready to work closely with Let's Talk About Loss Director to recruit Hosts for new meet ups and replace outgoing Hosts.
- Can competently support with the administration and onboarding process with Hosts, including contacting referees, collecting information from the Host, liaison with LTAL Director, uploading to Wordpress website and organising interview video calls.
- Is a supportive and kind individual, as you will be the first point of call for Hosts to discuss policies and procedures, issues, ideas and training needs. You will be asked to report monthly to LTAL Director, and Safeguarding Lead where needed.
- Can provide oversight and support to Hosts, with an understanding of their own grief journey and supporting them to be the best Hosts they can be.
- Will be our guardian of information, entrusted to maintain our confidential database of volunteer hosts; professionalism and integrity upheld at all times.
- Feels connected to the work we do at Let's Talk About Loss and supports our vision to ensure that everyone aged 18-35 experiencing grief has the support they need and is able to talk about loss.



**No closing date - applications always open**

**Interviews held via Zoom**

**Salary: Unpaid, this is a volunteer role**

**Location: Remote, you will not be expected to travel at all**

**Hours: we will ask you to work at least eight hours a month**

## **Is this role right for me?**

**You're a strong communicator, with excellent organisation skills. You have a keen eye for detail, you're great at anticipating potential needs of Hosts and you have strong troubleshooting and problem-solving skills. You're good at keeping records, you're someone who loves to dot their 'I's and cross the 'T's. You are a people person, and is handy with a spreadsheet! You don't have to be aged 18-35, or have experienced grief, but you need to be a compassionate person with great listening skills.**

## **What are the benefits for me?**

**If you love Let's Talk About Loss, this is the perfect role to get more involved with the work we do, and help us grow and achieve our mission to talk through the taboo of loss. You'll get support and training, and gain significant experience of managing volunteers, project administration and HR practices.**

## **What will I need to do next?**

**For this role, you'll be asked to attend a short video interview with LTAL Director and one of the Board of Trustees. We'll fund your safeguarding training and as part of your application we'll ask you for two referees who we can contact after we offer you the position.**

## **Can't wait to get started?**

**Email Beth on**

**hello@letstalkaboutloss.org**

**for a short application form.**

