

# Host Coordinator

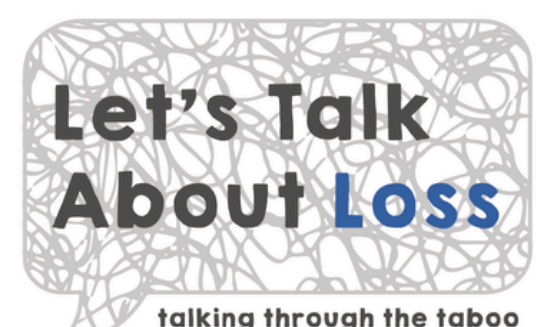
**We're looking for passionate, super-organised volunteers who can work remotely with our team to support our meet up hosts and assist with onboarding new volunteers.**

Let's Talk About Loss is a community powered by a fantastic group of dedicated volunteers who work together to get everyone talking about loss. Our vision is that no young griever grieves alone. 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 the Let's Talk About Loss staff team to onboard new Hosts and support current Hosts.
- An excellent communicator across a variety of platforms - video calls, phone calls, emails.
- Pro-active, organised and responsive - you will regularly check-in with Hosts as well as being their first point of call to discuss policies and processes, challenges, ideas and training needs. You will be asked to update the LTAL staff team on Hosts and their meet ups, and to the Safeguarding Lead when needed.
- Kind and encouraging to Hosts, with an understanding of their own grief journey, supporting them to be the best Hosts they can be.
- Connected to the work we do at Let's Talk About Loss and to our vision ensuring that everyone aged 18-35 experiencing grief has the support they need and is able to talk about loss.

**“I love working with the Hosts, hearing about how they are getting on, listening to the challenges and helping find solutions.”**



No closing date - applications always open

Salary: Unpaid, this is a volunteer role

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

Hours: Average around 6-8 hours a month but we work with your capacity

Commitment: We ask for a minimum 12 month commitment

## 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 the 'I's and cross the 'T's. You are a people person, and 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 supporting volunteers and project administration, as well as opportunities to join LTAL community events.

## What will I need to do next?

For this role, you'll be asked to attend a short video call with one of the LTAL team. We'll fund your safeguarding training and as part of your application form we'll ask for a character reference.

Can't wait to get started?

Email us on: [hello@letstalkaboutloss.org](mailto:hello@letstalkaboutloss.org)

**“I enjoy hearing about how meet ups have gone and different ideas the Hosts have had. Hearing about the Host’s own experiences positive or negative and be able to be a sounding board.”**

