**Volunteer Engagement Manager (Employability)**

35 hours per week (happy to talk flexible working hours within this)

£26,000 - £28,000 per annum

Loation: Dundee, Angus and Perth and Kinross (office location central Dundee)

**Job Profile**

ProjectScotland gives young people the chance to learn new skills, and the chance to get on in life through volunteering opportunities.

Our belief …   
Young People have all the skills, talent and ability to take Scotland forward. The role of the rest of us is to give them every opportunity to do so, by supporting them, coaching them, and giving them the chance to prove themselves.

Our aims …   
To help as many people get on in life, by providing them volunteering based opportunities that:

• Increase their employability skills

• Increase their experience in areas of existing skills and interests

• To help more people give something back to their communities, providing charities with access to their skills and experiences.

• To get more people volunteering in the longer term

• To showcase the talents and fresh perspective our beneficiaries bring to the right role to employers throughout Scotland.

**Organisation**   
ProjectScotland is an independent charity. It is led by the Chief Executive who reports to a non-executive Board. The Engagement Manager will report directly to the Head of Service and are responsible for the relationship with charity partners, and the placement of young people into quality opportunities throughout their area.   
  
**Job Purpose**   
To support people who engage with our service and;   
  
To identify, develop, and manage partnerships with charitable and not-for-profit organisations across your designated area.   
  
To create diverse, high-quality structured volunteering opportunities with partner organisations, ensuring that roles reflect the needs and interests of the various people who want to volunteer.

**Main duties**

• To meet specified annual targets in placing volunteers, and achieving positive outcomes for people in those placements

• To develop and maintain excellent relationships with charity partners and local referral partnerships both refer and host people who could benefit from our services..

• To identify and develop relationships with new partners to provide additional volunteering opportunities as required.

• Research and engage with partners to provide required coverage of placement sector and geography   
  
• Manage the risk assessment, quality assurance and audit of partners as appropriate

• To manage all elements of the volunteer experience from application to completion of their volunteering opportunity, and beyond.

• To speak directly to volunteers and understand their wants, needs and aspirations and determine the best opportunity for each volunteer

• Lead on the monitoring and evaluation of projects and the volunteer/partner experience. • To manage all elements of the volunteer experience in the area, including volunteer workshops, mentoring and feedback and evaluation

• Ensure all the above is done with excellent record keeping, in accordance with compliance requirements of the funder.

**Qualifications and Experience:**

• Demonstrable Relationship Management experience covering a wide range of stakeholders   
  
• Understanding and experience of partnership working   
  
• Strong organisational and IT skills with experience in using a contact management system   
  
• Proven ability to communicate effectively through all types of media.   
  
• Customer-focused with an ability to have strategic conversations with key partners one minute and talk to a young nervous potential volunteer the next.   
  
• Ability to manage a busy workload of volunteer applications and prioritise accordingly   
  
• Attention to detail and an willingness to accurately record all interactions.   
  
• A sound and comprehensive understanding of the particular challenges and barriers people face in entering and sustaining employment.   
  
• Understanding of how to assess the needs of an individual using a person centred approach.   
  
• Significant expertise in working directly with people to address the common barriers they face to employment and awareness and effective joint working with a variety of partners and agencies with whom young people engage and can be supported.   
  
• Experience of project management and working to deadlines