

JOB DESCRIPTION

Volunteering Manager



Closing Date:	Thursday 19th September
Interview Date:	Monday 30 th September
Contract Details:	<p>Full-Time, 37hrs per week (Part-Time, 22.5hrs+ will be considered) Fixed Term 1 year, dependent on funding thereafter £27,576 - £30,037 per annum Edinburgh or Glasgow based</p>

August 2019

Dear Applicant,

Volunteering Manager

Thank you for your interest in working for LGBT Youth Scotland. You are applying for an important role in relation to the health and wellbeing of lesbian, gay, bisexual and transgender (LGBT) young people and their participation in their local communities.

Our vision is that Scotland is the best place to grow up for lesbian, gay, bisexual, transgender and intersex young people.

Our mission is to play a leading role in the provision of quality youth work to LGBTI young people that promotes their health and wellbeing, and to be a valued and influential partner in LGBTI equality and human rights.

Our values are:

- ➔ To promote equality and human rights
- ➔ To take a community learning and development (CLD) approach
- ➔ To be reflective, accountable and ensure quality in what we do
- ➔ To be innovative and fun.

LGBT Youth Scotland's work covers a range of areas including youth work in groups and one to one work with young people, national programmes like our Youth Commissions and LGBT Charter, volunteering and of course fundraising and partnerships. We would not be able to run our direct support services for young people without our volunteer team and this role will lead on supporting and growing volunteering across the organisation.

We look forward to receiving your application.

Jane Griffin
Head of Partnerships

Background Information

Conditions

- ➔ **Job Title:** Volunteering Manager
- ➔ **Pay Grade:** £27,576 per annum (please note it is our policy to recruit at the lower level of the pay scale)
- ➔ **Duration:** Fixed term 1 year, funding dependent thereafter
- ➔ **Location:** Edinburgh or Glasgow
- ➔ **Hours:** Full-time, 37hrs per week, including evening and weekend work (Part-time hours, 22.5hrs+ will be considered)
- ➔ **Leave:** 37 days per annum, inclusive of 10 days over Christmas & New Year
- ➔ **Probation:** 6 months
- ➔ **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan

Who can apply?

If you think that you fit the job description and can deliver the remit, then we would like to hear from you. We encourage all sections of society to apply. We are committed to promoting human rights and the dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, age, race, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and young people's experience and outcomes are positive and that there is an inclusive working environment for all staff and volunteers.

Before confirming appointment, you will be required to obtain a basic disclosure through Disclosure Scotland, the costs of which will be covered by the Charity.

How to apply:

Visit www.lgbtyouth.org.uk/jobs/vacancies and fill in the online application form for your chosen job. If you want to help us make LGBT Youth Scotland a diverse organisation then please also fill in the equal opportunities monitoring form which is kept separately from your application form and not used as part of the short-listing process.

Please e-mail helpdesk@lgbtyouth.org.uk if you need the application form in an alternative format including large print.

For more information/guidance on this position contact:

➔ Nicola Booth – Nicola.booth@lgbtyouth.org.uk

ROLE PROFILE

Role Title: Volunteering Manager	Team: Resources & Development Team Location: Edinburgh or Glasgow
Salary: £27,576 per annum Contract: 1-year fixed term (funding dependent thereafter)	Agreed by: Michelle Sodo, Head of Operations Date: August 2019
<p>Core Purpose of the Role:</p> <ul style="list-style-type: none"> • To provide leadership and effectively manage volunteering across the organisation • To deliver the organisation’s vision for adult volunteers, and volunteering pathways, with a particular emphasis on our key development areas • To take responsibility for planning, development, management and delivery of services which support volunteers across the organisation 	
<p>Principal Responsibilities:</p> <ul style="list-style-type: none"> • To proactively recruit volunteers to support the organisation with relevant skills across Scotland • To provide effective leadership and management to volunteers and assist the staff team in supporting volunteers • To provide learning and development opportunities for volunteers nationally including managing the induction programme, Youth Work Ready • To promote ad-hoc Talent Pool volunteering across the organisation • To liaise with and report to funders and other key partners, representing the service and the organisation externally • To prepare budgets and work within resources, reporting internally and externally • To work closely with the Head of Partnerships and colleagues in the development and sustainability of volunteer services including funding research and applications • To ensure the volunteering programme responds to the needs of volunteers, LGBT young people and our wider communities • To train and support a portfolio of relevant clients as part of the delivery of the national LGBT Charter programme • To work within LGBT Youth Scotland’s framework of policies and procedures, particularly in relation to data and financial management • To contribute to key organisational priorities outlined in LGBT Youth Scotland’s ‘Strategy for a Sustainable Future’, and other tasks as required 	

Vision

To be a key member of the Resources and Development team, building capacity to develop volunteering across the organisation

Key Issues over the next 12 months:

- To support the continued roll out of Youth Work Ready and Talent Pool inductions
- To build on and develop administration procedures and database management for volunteering within the organisation
- To explore and develop potential new ways to engage volunteers in non-youth work opportunities

CANDIDATE SPECIFICATION

	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none"> ▪ Educated to Higher Education level or equivalent demonstrable experience of work 	<ul style="list-style-type: none"> ▪ Qualification in Volunteer Management
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> ▪ Experience of providing line management and an understanding of good approaches to leadership ▪ Project management skills, including the ability to work in complex settings with a number of outcomes, stakeholders and funders ▪ Ability to influence and inspire colleagues to develop volunteering opportunities ▪ Experience of using CRM and project management tools 	<ul style="list-style-type: none"> ▪ Experience of managing volunteer projects in the third sector or similar ▪ Experience of working in a youth work setting ▪ Skills in project development ▪ Knowledge of volunteer networks and infrastructure across Scotland ▪ Experience of attracting funding for projects ▪ Experience of using Slack as a communication and collaboration tool

	<ul style="list-style-type: none"> ▪ Experience of developing and delivering training ▪ Good knowledge and understanding of equalities issues and the issues affecting LGBT young people 	
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Critical Personal Attributes	
Delivering results	<ul style="list-style-type: none"> ▪ Highly organised with a commitment to effective planning, delivery, monitoring and evaluation of projects ▪ Conscientious approach to meeting deadlines and delivery of work to meet the needs of volunteers and other stakeholders ▪ Effectively working with the wider organisational team
Personal effectiveness	<ul style="list-style-type: none"> ▪ Excellent written and presentation skills ▪ Ability to articulately and confidently communicate with others to convey key messages ▪ Ability to build effective relationships with colleagues, external stakeholders and volunteers ▪ Positive attitude with the ability to work on own initiative to achieve results
Person centred	<ul style="list-style-type: none"> ▪ Awareness of the issues which can affect young peoples' lives ▪ Ability to work with volunteers to match their needs to the needs of the organisation ▪ Ability to work co-operatively with colleagues to improve programmes
Working practices	<ul style="list-style-type: none"> ▪ Able and willing to travel across Scotland to deliver work ▪ Ability to work flexible hours (including evenings), with a time off in lieu (TOIL) system ▪ Approachable, open and collaborative working style ▪ Commitment to individual rights, equality, and anti-discriminatory practice ▪ An understanding of and a passion for volunteering