

Job Description
Volunteer Manager, Edinburgh
Permanent Contract
Job ref: V270

Volunteering Matters

At Volunteering Matters we use volunteering's unique power to bring people together and build stronger, more resilient communities across the UK.

We bring people together to resolve some of society's most complex issues. From social isolation and loneliness; improving health and wellbeing; building skills, confidence and opportunity; to ensuring young people can become change makers in their community, the impact that we make is great. And we won't stop until everyone in the UK has the opportunity to thrive.

People-led and impact driven, we're a national charity that is deeply embedded in local areas across the UK. We operate in five regions: London and the South East; Wales and the West of England; East of England; the Midlands and North West England; and Scotland and North East England. We also have an Employee Volunteering Team with over 25 years' experience, acting as a broker to provide tailor-made solutions to employers.

This is an exciting time to be joining the team. We're changing the way we work to meet new ambitions and make sure our impact continues to grow alongside our business.

Overview

Volunteering Matters are looking for a talented, dynamic and professional Volunteer Manager to join our Delivery Team in Scotland. We are looking for someone who can work flexibly while demonstrating an understanding and commitment to our organisational values.

The main focus of this role is on the day to day coordination of the brand new Volunteers Supporting Families (VSF) programme which will be delivered across the City of Edinburgh.

You will attract, recruit, train, support and match volunteers with families, work in partnership with social work teams, schools and others. You will assist the VSF Project Manager to develop the programme and report on the projects activities and work.

As a key member of the Volunteering Matters staff team in Scotland, the Volunteer Manager may also be involved in the delivery of other programmes across the country. This includes the North Lanarkshire and Clackmannanshire Befriending Projects, Action Earth and our Full Time Volunteering Programme.

The Volunteer Manager will report to the VSF Project Manager.

Volunteers Supporting Families (VSF)

We have been commissioned by the City of Edinburgh Council to set up, launch and deliver our "Volunteers Supporting Families" (VSF) project across the City. A minimum of 70 families will benefit from this new programme each year.

VSF is an established and effective Volunteering Matters programme that currently operates in Southend-on-Sea,

Waltham Forest and Greenwich. The project was initially set up in response to the death of Victoria Climbié and the Lord Laming enquiry that followed.

The project offers a pioneering approach, recruiting volunteers from the local community to provide support to families whose children are at risk or have a safeguarding plan. By preventing and de-escalating issues, our

volunteers help struggling families to turn things around.

Further information on VSF is available on the Volunteering Matters website.

Duties and Responsibilities

- Attract, recruit and retain a pool of talented and dedicated Volunteers from a wide cross-section of the community
- Create, prepare and deliver induction and on-going training for Volunteers
- Appropriately matching volunteers to families
- Establish and maintain a suitable support structure for Volunteers including 1:1 and group sessions
- Risks assess volunteer activity and carry out regular reviews
- Establish and maintain effective working relationships and communication lines with volunteers, families, young people, colleagues and partners
- Work in partnership with Social Work Teams, schools, and other local support agencies/groups working with children and families
- Promoting and representing Volunteering Matters and the VSF programme across the region
- Ensure monitoring, impact and evaluation information and data is collected and that the project meets it's agreed targets, reporting format and schedule. Assist the Project Manager to prepare reports to funders.
- Administration tasks including maintaining up to date, effective and accessible records, and the use of Microsoft Office and other software packages
- Processing and monitoring project expenditure such as volunteer expenses costs
- Contribute to the wider Volunteering Matters team and upholding our values at all times

N.B. This job description is not an exhaustive list of tasks, but is a guide to the key duties of the post. The post-holder is expected to take on any other duties from time to time which are reasonably required by their manager.

Person Specification

Essential

- Strong communication and people skills, including being able to develop effective relationships and to inspire others
- Excellent organisational and time management skills including the ability to plan effectively
- Experience of effective team working
- Experience of achieving ambitious goals and targets, completing a high standard of work to meet successful outcomes

- Direct experience working/volunteering with vulnerable young people or families, as well as a knowledge and understanding of some of the issues they may face
- Excellent administration and IT skills including word processing, spreadsheets, email and database.
- A passion and commitment to volunteering and understanding of its potential and a force for change.
- Ability to travel across Edinburgh to meet volunteers, families and others (car or public transport)
- Driving license and access to own vehicle
- A willingness to work some evenings and weekends if necessary

Desirable

- Experience in Volunteer Management
- Experience in planning and delivering Volunteer Training or other events
- Experience supporting people with a disability
- Experience of Child Protection and Safeguarding process and policies
- Experience of financial administration and record keeping

Terms and Conditions

Permanent contract, start date early September 2020

Hours: 35 hours per week

Location: Edinburgh

Salary: £22,668

Holidays: 25 days annually plus public holidays

Pension: Contributory Flexible Retirement Scheme

Life Assurance: Cover for death in service 3 times annual salary at no cost to the employee.

Appointment to this position is subject to Membership of the Protection of Vulnerable Groups (PVG) scheme. Having a conviction will not necessarily cause a bar to employment.

Volunteering Matters is committed to Equal Opportunities.

As users of the disability symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancies.

For any further information, please contact -

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