

Job Description
Volunteer Manager – Clackmannanshire
Permanent Contract
Job Reference: V285

Volunteering Matters

Volunteering Matters use the unique power of volunteering 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; 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

We are looking for a talented, dynamic and professional Volunteer Manager to join our team in Scotland. The right candidate would be someone who can work flexibly and demonstrate an understanding and commitment to our organisational values.

The Volunteer Manager will be responsible for the day-to-day coordination of our brand new "Mind Matters" programme across Clackmannanshire. Mind Matters is an effective, youth-delivered project that improves the mental health, resilience and wellbeing of children and young people aged 11-25. Its success comes from the young people who lead and deliver the project by listening, learning and engaging with their peers on matters that affect their mental health and well-being.

As our Volunteer Manager, you will create a network of Volunteer Champions, aged 16-25 who will be recruited, trained and supported so that they are empowered to lead effective change in their community by:

- Becoming social activists: designing and delivering peer workshops: developing guides, resources and toolkits for their peers: engaging with their community and effectively signposting to sources of support
- Establishing a youth-led and focussed mental health campaign, leading and campaigning for children's mental health awareness across Clackmannanshire.

As a key member of the Volunteering Matters staff team in Scotland, the Volunteer Manager will work alongside colleagues who deliver a wide range of other volunteering programmes across the country. This includes the North Lanarkshire and Clackmannanshire Befriending Projects, Volunteers Supporting Families in Edinburgh, Action Earth and our Full Time Volunteering Programme.

The Volunteer Manager will report directly to the Delivery Leader for Scotland and North East England.

Duties and Responsibilities

- Attract, recruit and retain youth volunteers from across Clackmannanshire
- Create, prepare and deliver induction and on-going training for volunteers
- 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, young people, colleagues, and partners
- Establish and maintain effective working relationships and communication lines with schools, colleges and other partners in the local authority and the third sector
- Promoting and representing Volunteering Matters and the Mind Matters programme across the region which may involve public speaking
- 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 Delivery Leader 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 & people skills, including ability to develop effective relationships with young people and to inspire others
- Excellent organisational & time management skills including an ability to plan effectively, prioritise and manage a busy workload
- Experience of effective partnership and team working
- Experience of achieving goals & targets, completing a high standard of work to meet successful outcomes
- Strong negotiation & facilitation skills
- Direct experience working with young people, as well as a knowledge & understanding of some of the issues that young people may face
- Excellent administration & IT skills including word processing, spreadsheets, email & database.
- A passion & commitment to volunteering & understanding of its potential as a force for change
- Ability to travel across Clackmannanshire to meet volunteers, beneficiaries and partners
- Driving license & access to own vehicle
- A willingness to work some evenings & weekends if necessary
- An understanding & commitment to our organisational values such as equality & diversity

Desirable

- Experience in Volunteer Management
- Experience of Youth Work
- Experience in planning and delivering workshops, training or other events
- Experience supporting young people with a disability
- Experience of Child Protection and Safeguarding process and policies

Terms and Conditions

Permanent contract, starting in November 2020

Hours: 28 hours per week

Location: Clackmannanshire

Salary: £18,134 (0.8 of Full Time Equivalent £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.

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.

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

For any further information, please contact -

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