



Job Title: Project Manager

Location:	Edinburgh – office based (EH7 5JT) or locally home based
Role Reports To:	Delivery Leader for Edinburgh, Lothians, Forth Valley and North East England
Direct Reports:	4 x Engagement Managers
Job Family:	Job Family 4 - £28,500 per annum
Department:	Delivery

Role Purpose

Volunteering Matters are looking for a talented, dynamic, and professional Project Manager to join our team. The right candidate would be someone who can work flexibly while demonstrating a strong understanding and commitment to our organisational values.

As our Project Manager, you will lead a team of staff and volunteers, playing a key role overseeing, managing, delivering and developing our work in local communities across Edinburgh and the Lothians.

As a senior member of the team, you will role model our organisational values and demonstrate excellent leadership skills. You will develop and maintain effective relationships with colleagues, volunteers, people accessing our programmes, funders, partners, and other stakeholders.

You will be responsible for the quality delivery and development of our established **Family Supporters** programme in Edinburgh, as well as our new **Grandmentors** programmes in Edinburgh, and East Lothian.

These programmes offer practical, social, and emotional support to families and young people (including those who are care experienced or who have Adverse Childhood Experiences), empowering them to face a range of life challenges. We attract, recruit, train, match and support dedicated volunteers to help families and young people every step of the way, spending 1:1 time together on a personalised set of goals and outcomes.

As an ambitious organisation, we hope to further grow and develop our work across Edinburgh and the Lothians over the coming weeks, months, and years. You will contribute towards our business development objectives, based around place. As new work develops, you may lead the effective delivery of those programmes and initiatives across the region.





Key Duties and Responsibilities

- To role model our organisational values, Teamship rules and demonstrate excellent leadership skills
- To promote and adhere to Volunteering Matters policies and ways of working, including our Equality, Diversity and Inclusion policy
- To contribute to effective teamwork across the region and the wider charity, in line with our “flexible working by default” and “self-managed teams” philosophy
- To effectively oversee the quality delivery of several volunteering programmes, including Family Supporters and Grandmentors, ensuring they meet their required goals, targets, milestones, and anticipated impact
- To provide strong and effective line management to a staff team, leading and encouraging staff performance and development, coaching, setting objectives and reviewing progress and performance
- Oversee and contribute towards the effective recruitment, selection, training, and support of a diverse pool of talented and dedicated volunteers from a wide cross-section of the community
- To lead discussions, attend meetings and manage relationships with external colleagues, partners and funders, liaising regularly with all stakeholders and providing regular progress reports
- To maintain Volunteering Matters standards around quality and effective Volunteer Management
- Administration tasks including maintaining effective and accessible records, the use of Microsoft Office, Teams, Zoom and other software
- To ensure all aspects of project delivery, and staff management, are compliant with health and safety, data protection, GDPR and safeguarding quality standards.
- Develop relevant information and materials to promote and raise the profile of our brand families locally; and play an active role in identifying and developing new Business
- To work effectively with the Delivery Leader, ensuring programme income and spend is in line with annual budgets





PERSON SPECIFICATION

Skills Required

- Proven leadership skills with the ability to provide supportive and effective line management
- Ability to oversee and manage all aspects of delivery and development of several volunteering programmes simultaneously
- Excellent written, verbal and analytical skills, including giving presentations, interpreting and preparing quantitative and qualitative information, and reporting.
- Excellent interpersonal skills with the ability to establish long-lasting relationships, and to enthuse, motivate and influence others
- Strong organisational and time management skills, able to work independently, prioritise a demanding workload, work under pressure and to deadlines
- Excellent decision making and problem-solving skills, with the ability to use own initiative and manage challenging situations
- Highly IT literate and comfortable using a range of essential systems, including MS Teams, MS office, social media platforms and other software

Experience Required

- Experience of effectively line managing/coaching and developing staff, and leading volunteer teams
- Experience in programme management, with a strong track record in meeting goals and objectives. Previous experience of setting up new volunteering programmes/initiatives would be advantageous
- Experience in all aspects of effective Volunteer Management
- Experience of effective partnership working, building and managing relationships with various internal and external stakeholders
- Ability to set and achieve high standards for self and others and to manage work performance effectively.





- Knowledge and understanding of effective monitoring and evaluation processes to capture impact and outcomes
- Knowledge and understanding of issues affecting people from diverse groups, backgrounds, and communities
- Experience in safeguarding, and assessing and managing risk

Qualifications

Relevant experience and an understanding and commitment to our organisational values is more important for this role than any specific qualifications.

Other

Part of your working week will be based in local communities, meeting staff, volunteers, people accessing our services, partners and other stakeholders.

For the remainder of the time, you can choose to work from home or from our Edinburgh office premises (EH7 5JT). If working from home, you will need good internet access and a suitable home working environment. All I.T. equipment, mobile phone and infrastructure will be supplied.

PVG

This role requires membership of the PVG (Protection of Vulnerable Groups) scheme. Having a conviction will not necessarily cause a bar to employment.

Our Values & Way of Working:

Volunteering Matters offer flexible working by default. In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our organisational values:

- We are Empowering
- We are Inclusive
- We are Compassionate
- We are Positive
- We are Straightforward





Diversity & Inclusion:

We encourage applications from people of all backgrounds and communities. This will help us to ensure that our staff team represents the people we serve in Edinburgh and the Lothians.

We particularly welcome applications from Black people, people of colour, and people with disabilities - all of whom are currently under-represented in our staff team.

Disability Confident & Reasonable Adjustments:

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the “Experience/Skills and attributes” section of this job description.

To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact join@volunteeringmatters.org.uk for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show The Salary, Salary History.

Information Events

2-3 online information events will be held around this vacancy, which are open to all interested candidates. These will be flexible times, include daytime and evening sessions during May 2022.

It’s an opportunity to learn more about our organisation, this role, and to ask any questions you might have.

For further information or to receive an invitation, please contact scotinfo@volunteeringmatters.org.uk

To Apply for this role

- 1) Download our application form
- 2) Download our Recruitment Monitoring Form
- 3) Send all documentation by email to - join@volunteeringmatters.org.uk

If you have any questions or would like to speak to the Recruiting Manager for this role, please don’t hesitate to contact join@volunteeringmatters.org.uk

