**Job Advert**

**Engagement Manager**

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Fixed Term Contract  
Job Ref: V412  
Hours/Days per week: 28 hours per week

Salary: £20,000 plus attractive employee benefits package  
Start date: ASAP  
Location: Homebased (travel to Lowestoft)  
Closing date: 15th July 2022, 5pm   
Interview date and Location: 21st July 2022, Teams

**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 are 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. We turn local knowledge and energy into action and progress, building stronger communities and a better future for all.   
  
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 out business.

**Purpose of the role**

The role will be centered around working with young people and enabling them to have a volunteer mentor on Equip Mentoring Project (Lowestoft). The role will include working closely with different aspects of the East Team as well as key external partners and community organisations. The post holder will manage and support different volunteers (mentors) and beneficiaries (mentees) to create an inclusive, safe, and empowering environment.

The post holder will be accountable to the Project Manager of Ipswich Mentoring.

**Mentoring for Young People**

Volunteering Matters has an established mentoring programme working with many different young people from different backgrounds.

**Key Duties:**

* Recruit, interview, induct, train and support volunteers.
* Recruit and engage young people and sustain ongoing relationships with young people.
* Work closely with partners/referral agencies and funders to ensure a steady flow of volunteers into the projects.
* Hands on delivery within the community.
* Provide administrative support for the project where required, including managing live documents such as databases and impact tools.
* Maintain effective relationships with stakeholders and project partners on a day-to-day level.
* Risks assess volunteer activity and carry out regular reviews.
* Contribute to wider teams and the wider organisation on a national level where needed.
* Support and promote safeguarding throughout all delivery and be able to act on any safeguarding alert.
* Promote and adhere to Volunteering Matters Equality and Diversity Policy, Safeugarding Policy and all other Volunteering Matters policies which relate to the role.
* Play an active role in identifying and developing new business.
* Be willing to regularly travel to Lowestoft if Ipswich based or occasionally travel to Ipswich if Lowestoft based.

**The job description gives an outline of key duties and is not intended to be an exhaustive list. The post holder may be asked from time to time to take on other responsibilities as reasonably requested by her/his manager**.

**Person Specification**

In deciding who to shortlist and appoint to this post, we will be looking for evidence of the following skills, knowledge, experience, and personal qualities:

**Experience/Skills and attributes:**

* Have an interest and passion working with community members and the ability to empower, motivate and advocate for them.
* To be resilient and flexible, with the ability to work on their own initiative as well as collaborating with others.
* Experience of working in youth-led environments and the ability to create a safe, non-judgmental space for young people.
* Experience of working with various groups of people with different support needs.
* Experience of working in partnership with colleagues, external agencies and stakeholders.
* Excellent communication skills and the ability to communicate appropriately and effectively with a range of stakeholders and beneficiaries.
* Excellent organisational skills and the ability to prioritise a demanding and developing workload, the ability to work under pressure and to deadlines.
* Strong facilitation skills.
* Ability to assess risk, carry out risk assessments and adhere to health and safety and safeguarding procedures.
* Understanding of and commitment to Inclusion and diversity.
* Understanding of and commitment to safeguarding, data protection and confidentiality.

Appointment to this position is subject to an **enhanced disclosure check**. 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.

**Our Values & Way of Working:**

In all that we do, we embrace a philosophy of ‘Freedom within a Framework’ and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

**Diversity & Inclusion**

Volunteering Matters welcomes all applicants and are keen to ensure our team reflects the diversity of the UK and the communities we serve. We encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds, along with candidates with any protected characteristics and from disadvantaged groups.

**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” section of this advert. 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](mailto: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, Show The Salary, Salary History.

**Benefits**

Our employee benefits reflect our culture which is built on an approach of full flexibility with accountability, and designed to let you make your most positive contribution; we offer Flexible Working by Default (re hours & place of work), Unlimited Annual Leave, Employee Pension scheme, Life Assurance, Cycle to Work Scheme, Season Ticket Loan, Employee Assistance Programme, enhanced sick and family leave. We are also open to discuss job share applications.

**GDPR Statement**

If you apply for a role with us, we will retain your contact details including your name, address, email address and phone number to help us manage your application for up to 6 months.  We will not use your personal data for any other purpose or share it with any third party. You can contact us at any point to update your personal information or ask us to delete it from our records.

**To Apply**

Please send a completed application form [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk) clearly stating which role you are applying for. There are sections in the form where you can demonstrate how you fulfil the role requirements and also express yourself, what previous relevant achievements you have (both in life and at work), what skills & experience you can offer, and what you believe you can contribute to Volunteering Matters.

If you would like to have a discussion with the Hiring Manager prior to submitting your application, please request this from [join@volunteeringmatters.org.uk](mailto:join@volunteeringmatters.org.uk)

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