

Volunteer Development Officer

Location: Renfrewshire

Hours: 35 hours per week (permanent, full-time)

Salary: £34,545 p/a

Reporting to: Community & Partnership Manager

Working with: Third sector organisations and volunteer managers across Renfrewshire

About the Role

We're looking for someone passionate about people and community to join our team as our new **Volunteer Development Officer**.

This role is all about making volunteering in Renfrewshire better – more accessible, more meaningful, and more rewarding for everyone involved. You'll support local organisations of all shapes and sizes to grow strong volunteer programmes, build confidence in volunteer managers, and champion best practices across the sector.

You'll also have the freedom and space to shape how the role evolves. We're not just looking for someone to tick boxes – we want someone who'll bring fresh ideas, curiosity, and heart to the job. If you've got the drive to make things better, we're here to support you to grow in the role and help build something lasting.

What You'll Be Doing

Here's a snapshot of what the job looks like, though there's room to shape it around your strengths and interests:

- **Support organisations** across Renfrewshire to create great volunteer experiences – helping them design roles, recruit effectively, and support volunteers in meaningful ways.
- **Champion good practice** – supporting members to build inclusive and transparent policies that lead to better engagement and retention.
- **Shine a light on wellbeing** – run workshops, training, and conversations that put volunteer wellbeing at the heart of volunteering.
- **Support our Volunteer Managers' Forum** – bringing people together to learn, share, and co-create solutions to shared challenges.
- **Keep our community up to date** – sharing info about changes to legislation, policy, or best practice that affects the volunteer landscape.
- **Build strong local partnerships** – working with education, employability services, local government, and other key players to support pathways into volunteering.
- **Promote trusteeship** – delivering training and outreach to encourage more people to take on trustee roles.
- **Break down barriers** – help identify and overcome obstacles that prevent people from volunteering, especially those from underrepresented communities.
- **Champion young people's volunteering** – supporting schools and youth groups to deliver Saltire Awards and nurture the next generation of volunteers.

- **Manage our online volunteer platform (TeamKinetic)** – keep things up to date and make sure members get the most from it.
- **Tell the story of volunteering** – gather and analyse data, share insights, and help us understand how volunteers are making a difference locally.
- **Raise the profile of volunteering** – develop creative marketing strategies and use national campaigns (like Volunteers' Week and Trustees' Week) to celebrate volunteers and inspire new ones.
- **Support our internal volunteers** – helping Engage's own volunteers thrive and feel part of our mission.
- **Collaborate with the wider team** – working closely with our Community & Voluntary Action (CAVA) team and contributing to wider goals and projects.
- **Stay flexible** – contributing to other work across Engage Renfrewshire as needed.

What You'll Bring

We're looking for someone who is:

- Self-motivated, enthusiastic, and ready to take initiative
- A great communicator – confident talking to a wide range of people
- Highly organised and detail-oriented
- Able to present ideas clearly – both in writing and in person

And someone who has:

- Experience developing or delivering a volunteer programme
- An understanding of volunteer management best practices
- An understanding of the benefits of volunteering for individuals and communities
- Experience organising events or managing small budgets

Why Join Us?

At Engage Renfrewshire, we're all about creating stronger communities through collaboration, creativity, and compassion. We know volunteering changes lives – and we want you to help us make that change even more powerful.

This is a chance to shape the future of volunteering in Renfrewshire.

How to Apply

Interested? We'd love to hear from you. Please submit a CV to info@engagerenfrewshire.com by **5pm on 19th September**.

If you're unsure whether you meet all the criteria, don't worry – we're open to potential and passion. Let's have a conversation.