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| **Job Title:** | Volunteering Programme Manager |
| **Reporting to:** | Director |
| **Hours:** | 35 hours per week |
| **Term:** | Fixed Term Contract until 31 Dec 2022, possible extension subject to funding |
| **Salary:** | £35,000 + 6% employer pension |
| **Leave:** | 25 days annual leave (plus 8 bank holidays) and 2 annual volunteering days |
| **Location:** | Unit C, Place/Ladywell, 216 Lewisham High Street, SE13 6AY and other locations as required |
| **Purpose of Job**  Strategically develop the Lewisham Local volunteering engagement programme and volunteering team to engage local individuals to give their time and skills to local good causes and strengthen local voluntary and community organisations. | |
| **Volunteering Programme Manager Responsibilities**   * Oversee and strategically develop Lewisham Local’s volunteering engagement programme * Lead the 2022 Lewisham Borough of Culture Volunteering Programme * Manage the Volunteering Engagement Staff Team * Oversee and develop the online volunteering portal to increase volunteering opportunities and local community organisations supported * Develop new volunteering projects and opportunities to engage new audiences * Engage different communities with volunteering including but not limited to: students, employees, young professionals, young people, minority communities * Work with local and regional partners to improve the volunteering experience, reduce administrative burdens for organisations and individuals, ensuring clear, attractive access to volunteering training, opportunities and promotion * Encourage the promotion of Lewisham Local Cards to reward volunteers and encourage local groups to promote it to their volunteers * Engage with and encourage local community organisations to submit volunteering opportunities, develop their volunteering programmes and share their expertise with other groups * Chair the network of Lewisham Volunteer Managers and develop new volunteering networks where needed * Strategically represent, develop and influence Lewisham voluntary organisations regarding volunteering, including: writing articles, leading volunteering information events and training, keeping up to date on national and regional volunteering developments and best practice * Work with colleagues to produce engaging communications material to promote volunteering in Lewisham * Monitor and evaluate the impact of our volunteering projects and interventions * Recruit and manage Lewisham Local’s own volunteers to assist the organisation   **Core Team Responsibilities**   * **Build and share knowledge** **and intelligence:**   1. within the team to increase the effectiveness of the organisation   2. with local partners via networks, communication and website to enable civil society in Lewisham to develop and grow * **Establish new connections** between organisations and individuals to access resources and contribute * **Build strong and effective local relationships** across sectors * **Be a visible, active, positive and engaging presence** within the community and at local events, activities and meetings. Attend stakeholders events and relevant local assemblies to represent the organisation * **Contribute and create regular communications content** for our network * **Champion** the role of local giving, contribution and civil society in Lewisham across our network * **Develop cross-sector training and events programme** for our network using local knowledge * **Collect and process data,** carry out monitoring and evaluation of our impact * **Help other team members** at times of increased workload and/or specific events in collaboration through discussion with Director & Business Lead * **Contribute to office organisation and administration** responsibilities to ensure the effective running of the organisation and staff presence at the office premises * **Manage volunteers and admin support** in the organisation to achieve the portfolio and charity’s aims and objectives * Attend regular team meetings and supervision sessions as required * Undertake training and development as required * Contribute to writing grant applications for future projects and core work   This is not an exhaustive list of tasks and you may be asked to undertake any other reasonable duties in connection with the role. Job descriptions are reviewed regularly and may be amended at any time in accordance with the needs of the organisation. PERSON SPECIFICATION  |  |  |  | | --- | --- | --- | | Relevant Experience | **Essential** | **Desirable** | | Working in the voluntary and community sector | x |  | | Managing and developing projects and meeting outcome-based targets | x |  | | Leading/Chairing networks and collaborative partnership working | x |  | | Recruiting, developing and incentivising volunteers | x |  | | Initiating partnerships and collaborative work | x |  | | Developing volunteer opportunities | x |  | | Supporting people to access volunteering opportunities | x |  | | Developing and delivering training/facilitating workshops | x |  | | Establishing and building effective relationships with diverse people and groups | x |  | | Setting up and maintaining systems and procedures | x |  | | Report writing, dissemination of information in an engaging way | x |  | | Safeguarding and the protection of volunteers whilst undertaking duties | x |  | | Engaging and communicating with volunteers and groups via digital volunteering platforms |  | x | | Managing people |  | x | | Planning and delivering volunteering events | x |  | | Strategically developing a service | x |  | | Managing small budgets |  | x | | Knowledge and understanding | **Essential** | **Desirable** | | The values and ethos of volunteering, community participation and co-production | x |  | | Motivations and barriers to volunteering | x |  | | Lewisham area and local voluntary organisations |  | x | | Communication needs and capacity of volunteers and voluntary organisations | x |  | | Good practice in the recruitment and management of volunteers | x |  | | Benefits of volunteering | x |  | | Practice of equity, equalities and inclusion | x |  | | Monitoring and evaluation techniques, measuring the social impact of projects | x |  | | **Skills and abilities** | **Essential** | **Desirable** | | Strong organisational and management skills, meeting targets | x |  | | Engaging people, encouraging, incentivising and developing volunteers | x |  | | Effective interpersonal and influential skills, communicating confidently to a range of stakeholders (e.g. funders, cross-sector partners, volunteers) | x |  | | Working collaboratively and developing effective trusting relationships | x |  | | Excellent command of written and spoken English | x |  | | Ability to work on own initiative, and to manage and prioritise own workload | x |  | | IT skills - MS Office, e-mail, internet and adapting to new digital software | x |  | | Writing grant applications and running fundraising events |  | x | | **Personal qualities** | **Essential** | **Desirable** | | Excellent interpersonal skills | x |  | | Positive, a creative energy, solutions focused, finding imaginative and practical solutions and make well-considered decisions | x |  | | Self-motivated | x |  | | Empathetic | x |  | | Work flexibly | x |  |   **AVAILABILITY**  This post requires working on occasional evenings and weekends. | |