

Job Description



Job Title:

Volunteer Recruitment Lead

Location:

Groundwork Offices, Wrexham

Responsible to:

Head of HR & Governance

Responsible for:

Volunteers

Number of hours per week:

Part time – 21 hours a week
(with occasional weekend and evening work)

Salary:

£14,196 (£25,350 FTE)

Purpose of the job

This role will be key in driving forward the group's volunteer strategy, which at its heart will be our commitment to making sure volunteers feel valued and appreciated. Recruiting volunteers and building and maintaining relationships with a wide range of regional volunteer sources, will be critical to the success of this role. Our aspiration to develop a wide and diverse range of volunteering opportunities across the group will be the primary objective of the role alongside the delivery of the recommendations from our recent Investing in Volunteers re-accreditation.

In addition, the role will be responsible for developing our first volunteer focus group which will give our volunteers the opportunity to help shape and develop our volunteer offer.

This post will report to the Head of HR & Governance and be part of the team based in Wrexham, but you will work across varying locations in Wrexham and Flintshire. This role will be the first point of contact for volunteer recruitment and queries.

Summary of Main Responsibilities

- Lead the development of our new volunteer strategy, engaging with managers, delivery teams and current volunteers to help shape our future volunteer offer and to identify new opportunities where volunteers can provide additional support to our teams.
- Supported by our marketing team, develop, and deliver a volunteer recruitment campaign that will see the growth of our team of volunteers. Collaborate with the marketing team to improve the group's social media profile to attract more volunteers.
- Coordinate and organise regular volunteer recruitment events and our annual volunteer celebration event.

- Develop and deliver the recommendations made as part of the organisations accreditation with Investing in people and coordinate those activities essential to maintain the accreditation standard.
- Using the Standards set in the Investing in Volunteers build a robust volunteer induction and support package centered to our Volunteer offer.
- Support the effective management of volunteers by being a point of contact for them, and supporting volunteer coordinators to help volunteers develop personal action plans ensuring any additional support identified is provided, recorded and evidenced.
- Recruit and support 'Volunteer Mentor's across the group to support other volunteers providing them with the training and support to be equipped to assist others.
- Encourage the development of a Volunteer-led focus group to give our volunteers a voice to help develop our volunteer offer.
- Build partnerships and network effectively to establish and sustain the organisation's partnerships with other organisations, agencies and initiatives across North Wales.
- Work flexibly as part of a team and across teams, including occasional weekend working.
- Support the development of well written, realistic and achievable bids and tenders relating to our volunteer offer.
- Lead on the quarterly development of our Volunteer Newsletter
- Represent the Trust professionally, to internal and external contacts as required assisting with the promotion of projects and the broader activities of the Trust.
- Ensure Trust evaluation form/s have been completed at every opportunity possible and submitted to the Business Development team on a regular basis so as to identify opportunities and to make recommendations for improvement.
- Ensure compliance with the organisation's Health & Safety Policy and other established policies and procedures, preparing risk assessment and good health and safety management for activities.
- Any other reasonable duties as may be requested by your line manager.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Diploma/A Levels, NVQ Level 3 or equivalent qualifications and/or some practical experience in a similar role. • Proven experience of recruiting, development and training of volunteers. • Experience of organising and running events. • Experience of monitoring and evaluating projects and programmes. • Excellent IT Skills. • Understanding of health & safety and its application in work practices. 	<ul style="list-style-type: none"> • IOSH Working Safely • First Aid Training • Level 3 Award in Education and Training (or equivalent)
People	<ul style="list-style-type: none"> • Commitment to equality and diversity. • Experience of supervising staff and/or volunteers. • Ability to motivate others. 	
Judgement & Initiative	<ul style="list-style-type: none"> • Excellent organisational skills to enable effective project management. • Ability to lead and work as part of a team. • Confident, enthusiastic and self-motivated. • Ability to give advice, solve problems with tact and diplomacy. • Ability to plan and prioritise workload effectively to meet targets and deadlines. • Ability to generate ideas for new projects, programmes and initiatives to meet the Business Plan's income targets. 	
Communication	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to work with individuals at a variety of levels, internally and externally and in a range of organisations. • Ability to build partnerships and demonstrate good networking skills. • Ability to represent the organisation professionally to internal and external contacts. • Excellent Social Media Skills 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh
Resources	<ul style="list-style-type: none"> • Ability to manage budgets. • Ability to obtain quotes, record and ensure accurate records of expenditure. 	

	<ul style="list-style-type: none"> • Ability to interpret spread sheets and other financial data. 	
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. • Ability to maintain confidentiality as required. 	
Other	<ul style="list-style-type: none"> • Full driving licence. • Appreciation and understanding of Welsh heritage and culture. 	