



ROLE DESCRIPTION

ROLE TITLE	Volunteer Centre Manager
ACCOUNTABLE TO	VARB Chief Officer
JOB TYPE	Freelance
HOURS	30 hours per week
PAY	£16 per hour
LOCATION	Mainly working from home and various locations in the borough.

PURPOSE OF ROLE

To facilitate local volunteering by matching volunteers with suitable volunteer opportunities and supporting good practice in volunteer management across Reigate & Banstead.

KEY RESPONSIBILITIES AND TASKS

A sustainable VARB:

- To lead on the management of VARB volunteers (if required).
- To collect and evaluate volunteering metrics against agreed targets and take action to maintain high quality and performance levels.
- To develop and maintain the database/CRM system for matching and placing volunteers (currently Volunteer Plus), working in partnership with other Volunteer Centres in Surrey.
- To plan and deliver projects that meet the aims of VARB, acting as Project Manager when required for projects with restricted funding.
- To assist in building the profile of VARB and championing the voluntary sector.
- To work in partnership with other support organisations in the public and voluntary sector.

Enabling people to volunteer and support their community:

- To ensure registered volunteers are kept informed about current volunteer opportunities.
- To help identify training and development opportunities for new and existing volunteers.
- To match volunteers with volunteer opportunities and provide follow up support, recording successful placements.
- Where resources allow, to provide additional support, signposting, and guidance to volunteers to help them access suitable volunteer opportunities.

Improving the effectiveness of the voluntary sector

- To lead on recording and maintaining volunteer opportunities on the database/CRM system (Volunteer Plus).
- Lead on supporting organisations by promoting best practice and guidance on volunteer recruitment.
- To lead on working with the voluntary and public sector to identify and develop volunteering opportunities and other ways the local community can help.
- To promote local volunteer opportunities and other ways to help the public, (in liaison with the VARB Communications Officer).
- To Support the recruitment of volunteers by local organisations, including events, promotional campaigns, and other publicity.
- Keep up to date on volunteering trends, research and legislation and take a lead in promoting good practice in volunteer management by local organisations.
- To support the signposting of organisations and individuals to information, advice, and other sources of support.

Other Responsibilities

- To assist other staff, as required, in functions as determined by the Chief Officer and to undertake any other duties as may be required for the smooth running of the organisation.
- To take minutes of formal and informal meetings as appropriate.
- To attend regular staff team meetings and actively participate in discussions, contributing ideas for new services that meet the changing needs of the voluntary sector.
- To comply with and carry out all duties in accordance with VARB's policies and procedures.

Person Specification

	Essential	Desirable
Skills/abilities	Good written and verbal communication skills. IT proficient, including Office 365. Able to present and facilitate meetings.	Able to create content for websites. Able to use CRM/databases. Training delivery skills.

	<p>Able to monitor and evaluate outputs.</p> <p>Basic project management skills.</p> <p>Self-motivated and able to work on own initiative and to deadlines.</p> <p>Good organisation and administrative skills.</p> <p>Able to see the bigger picture, with an eye to new opportunities.</p>	<p>Budget management skills.</p>
Experience	<p>Experience of working successfully in a team.</p> <p>Experience working or volunteering in the voluntary sector.</p> <p>Experience working with people from a variety of backgrounds and a strong awareness of diversity and inclusion values.</p> <p>Experience managing volunteers.</p>	<p>Working in partnership with other organisations.</p> <p>Experience of delivering events.</p>
Knowledge	<p>Good understanding of best practice in the recruitment and management of volunteers.</p>	<p>Awareness of the voluntary and/or public sector in Reigate & Banstead.</p> <p>Awareness of national sources of guidance for volunteering.</p>
Other	<p>Able to travel to meetings.</p>	

Applicants are invited to send their CV and supporting statement (max. 1500 words) to: info@varb.org.uk Closing date: 5pm - Monday 15th April 2024.