**Candidate Information**

**Volunteering Development Manager: Northern Ireland**

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| **Salary:** | Grade G £32,145 per annum (pro rata for part time) |
| **Hours:** | Part time 22.5 hours per week  We are very happy to discuss working hours to suit individual circumstances. |
| **Contract:** | Permanent |
| **Disclosure:** | Enhanced DBS/PVG Scheme/AccessNI is not required for this position as the post holder will be working with children in educational settings |
| **Base:** | Home based within reasonable travelling distance from Belfast |
| **Travel:** | This role will involve occasional travel and overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Job Specific Information**

Sustrans 5 year volunteering Strategy aims to embed volunteering throughout Sustrans, with the outcomes that we will:

* have a diverse network of people giving time in support of our goals
* widen our reach throughout the UK and its communities
* maximise the impact of our work throughout the UK

**Job Description - About the Role**

**Overview**

As part of the UK-wide Volunteering Team this post will support the development of key volunteering initiatives and projects across the organisation. Playing a key role in developing and providing colleagues with volunteer management best practice guidance.

As the lead representative for Northern Ireland you will lead on the co-development of the Northern Ireland Volunteering Action Plan supporting colleagues identify opportunities to embed volunteering.

Key to this role will also be the identification of priority areas for enhancing diversity and piloting approaches and knowledge sharing.

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| **Where this role sits in the structure** | Reporting into the Head of Volunteering/ Volunteering Strategic Project Manager  Working closely with Network development team, partnerships managers, the wider volunteering team, volunteers and externally with Local authorities and partner organisations members of the general public, companies and organisations offering volunteering placements  This role does not have line management responsibility. |

**Key Responsibilities**

**Delivery of projects or services:**

1. Work closely with the Volunteering Strategic Project Manager to shape, implement and coordinate delivery of initiatives at a UK-wide and regional level.
2. Co-develop with colleagues and annually update the Northern Ireland Volunteering Action Plan, identifying priority areas of work across teams, aligning to business planning and strategic priorities.
3. Actively feed into the UK-wide volunteering development network, to ensure regional/national representation.
4. Identify priority areas of attention for enhancing diversity, piloting approaches and sharing learning. Support and promote a diverse spectrum of volunteering opportunities.
5. Advise and support colleagues in best practice volunteer management and in developing new volunteering opportunities.
6. Provide support to ensure volunteers have the necessary training and information to carry out their reasonability's safely.
7. Work with partner organisations to broaden the achievements and diversity of the Sustrans’ volunteering.
8. Feed into monitoring and evaluation systems to measure the impact of Sustrans volunteering and report on progress as required.
9. Be a key lead in the volunteering team for an agreed area of specialism

**Income generation**

1. To work with relevant colleagues to identify and secure new, funded opportunities for volunteer projects in the region and nationally.
2. To contribute to the development of project proposals and bids and participate in bid writing for projects at the direction of own line manager.
3. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**Communication and marketing:**

1. Responsibility for developing the Regional/National annual volunteer engagement plan, ensuring volunteers are inspired, informed and celebrated.
2. Provide content to promote the impact of volunteering externally on our social media and website channels
3. To act as a media spokesperson, as required.

**People management**

1. To undertake all line management responsibilities for any volunteering officer in post.

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion:**

1. To ensure volunteer engagement practice across the region is in line with orgnaisational policies and procedures.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the skills, knowledge and experience which will be assessed against at both application and interview stages. You should use the selected criteria as a guide to convey the evidence of your experience in these areas on your application form.

Our website has a useful guide about how to make a great job application to help you.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Substantial experience and proven track record of successful volunteer engagement and development across all stages of the volunteer journey | x | x |
| Experience of public speaking and managing meetings |  |  |
| Experience of supporting project coordination and implementation | x |  |
| Demonstrable success in leading and supporting multiple projects within volunteering or community-based activity |  | x |
| Experience of successful partnership working with statutory, voluntary groups and private sector | x |  |
| Delivering inclusion and diversity initiatives with impact | x | x |
| **Skills and Abilities** |  |  |
| Ability to work independently and remotely and prioritise and manage own workload  to achieve set targets on time |  | x |
| Ability to represent and promote Sustrans to external agencies, supporters, volunteers and the general public |  |  |
| Ability to identify and negotiate funding opportunities |  |  |
| Ability to engage, inspire and celebrate volunteers |  | x |
| Proven training and facilitation delivery skills | x |  |
| High level of IT literacy and digital systems skills |  |  |
| **Specific qualifications/ training required** |  |  |
|  |  |  |
| **Specific knowledge required** |  |  |
| A deep and comprehensive understanding of contemporary best practice in volunteering |  | x |
| Knowledge of volunteer digital systems | x |  |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.