

Job Description

Volunteering Development Manager

Hours of work: Full Time (35 hours per week)

Type of contract: Fixed term until 31st March 2029 (with extension likely subject to funding)

Based at: Hybrid working available, with travel across Berks, Bucks and Oxon as required

Croner rank: 5

Job Purpose

Help to build a skilled and connected diverse Volunteer Community, to create a movement for change for nature across Berkshire, Buckinghamshire and Oxfordshire.

Reporting Line

The post holder reports to the Head of Volunteering

Key Responsibilities

- Co-create clear pathways with internal and external stakeholders for volunteers to develop their knowledge, skills and confidence, supporting progression, continued engagement and belonging.
- Facilitate Volunteer Voice Micro Panels, to create opportunities for volunteers to share their experiences, shape organisational thinking and contribute to decision-making.
- Co-create, develop and implement a structured approach to volunteer succession planning.
- Co-create, with internal and external teams, current and future training requirement summaries.
- Assist with development and delivery of projects.
- Manage Volunteer Visits and regular check-ins between staff volunteer managers and volunteer leaders, supporting communication, development and two-way feedback.
- Organise and deliver a hybrid programme of volunteer events, providing support and opportunities for engagement, learning and connection.
- Manage and evolve volunteer recognition initiatives.
- Co-ordinate, manage and report on volunteer training and use insights to inform future training provision.
- Work with staff and volunteers to encourage the adoption and effective use of Assemble our volunteer portal, embedding the platform into day-to-day volunteering practices.
- Use volunteer feedback, data and insight to identify opportunities to improve the volunteer experience.
- Organise, purchase and administer uniform for volunteers.
- Work collaboratively with colleagues in the Volunteering Team to support the development of the Volunteer Community, recognising and strengthening the contribution of both formal and informal volunteers to achieve the organisation's strategic aims.
- Any other duties as delegated by the Head of Volunteering, Director, or Chief Executive.

Person Specification

- Works effectively with colleagues, fostering a culture of knowledge sharing and teamwork to achieve common goals.
- Experience of working with volunteers and a good understanding of volunteer legislation and management.
- Recognises the value that a diverse volunteer community brings to an organisation and aware of strategies to foster greater diversity.
- In-depth understanding of the motivations of volunteers.
- Excellent influencing and coaching skills, with the ability to authentically engage stakeholders.
- Communicates effectively, adapting style and content appropriately, to a wide range of audiences including individuals and groups across a range of media types (e.g. group presentations, volunteer events, formal reports).
- Able to manage competing priorities effectively, whilst maintaining attention to detail and high standards of work.
- Effectively analyses data to inform decision-making and problem solve.
- Appreciation of the opportunities and challenges specific to working within a charity and in the volunteering sector.
- Competent in use of MS Office functions such as Word, Outlook, and Excel.
- Able to work occasional weekends and evenings.
- Ability and willingness to demonstrate the BBOWT behaviours and values.
- Full, valid UK driving licence, or eligible for funding via Access to Work for a support worker driver.

Measurements Of Success

- Achievement of the Volunteering Teams' success measures related to this role
- Achievement of delivery outcomes and outputs against project objectives
- Impact of key programmes and pathways delivered against measurements of success
- Amount of supervision required to achieve the above
- Attitude and behaviours aligned with BBOWT values and behaviours