



Job Description

Volunteer and Promotions Manager

Contract: Employed. 1 year fixed term contract - *subject to funding*

Hours: 4 days / 28 hours per week - *based on a full time equivalent working week of 37.5 hours.*

Salary: £33,150 per annum (pro rata for part time) - *plus benefits including pension scheme, annual leave, flexible and hybrid working.*

Location: Home based, with the expectation to regularly visit projects, events, partner organisations and communities and to attend team meetings and development - all within the Greater Manchester area.

Reporting to: General Manger

Direct Reports: Volunteers and Placements

We are seeking a passionate and dedicated Volunteer and Promotions Manager to oversee our volunteer and placement programme and to lead appropriate community engagement and outreach initiatives.

This role will foster strong relationships and develop promotional strategies, and is vital in enhancing our organisation's visibility and impact.

Afrocats exist to empower communities through creativity, cultural engagement, and wellbeing. Our mission is rooted in creating inclusive spaces where individuals feel safe to rediscover joy, build confidence, and connect with others. We believe in meeting people where they are, offering opportunities for growth, and challenging inequitable systems through arts and advocacy.

This is a great time to join our charity at a time of significant growth and change. No two days are the same at Afrocats and the work is fun, creative and rewarding.



Purpose of the role

To oversee the full Afrocats volunteer lifecycle while leading grassroots promotion to increase Afrocats' visibility and corporate sponsor possibilities.

Key responsibilities

- Recruit, onboard, and support a diverse range of volunteers and placements.
- Liaise with the wider Afroacts team and partners to match placements and volunteers to fulfilling work in line with their skills, energy, interests and career aspirations.
- Design and manage systems and processes to successfully onboard, allocate, monitor and evaluate volunteers and placements - to include tracking hours and impact.
- Design clear volunteer succession pathways.
- Motivate and retain volunteers through regular communication, celebration events and recognition initiatives.
- Provide volunteers and placements with pastoral support, monitor performance and wellbeing.
- Plan and deliver promotional activity (community outreach, events and partnerships).
- Foster vital relationships and enhance Afrocats' visibility and impact.

Essential requirements for the role

Experience of:

- Managing volunteers and placements.
- Community outreach and promotion.
- Working in the non-for profit sector, ideally within community, charity, or social impact projects, with a strong understanding of the strengths and challenges of the sector.
- Small to medium scale budget management.
- Systems and process design and development.
- Effectively capturing data and evaluation to support progression and growth.
- Public speaking.



Skills, the ability to:

- Capture a diverse range of volunteers and placements, not limited to project delivery.
- Bring in funds to Afrocats through meaningful connections and partnerships.
- Communicate in a confident and compassionate manner, respecting the lived experience of our communities.
- Work independently and confidently make decisions.
- Delegate and constructively hold others to account.
- Problem solve in a positive, collaborative and solutions focused manner.
- Approach work in an organised and planned way.
- Work collaboratively and smartly in a hybrid working environment.

Personal qualities:

- Values led mindset.
- Self-managing, proactive, and reliable.
- People-focused and encouraging leadership style.
- Comfortable representing Afrocats publicly.
- Highly organised and detail-focused.
- Solutions oriented mindset.