

JOB DESCRIPTION

JOB TITLE:	Volunteering Executive
CONTRACT:	Permanent, Part Time (28 hrs per week) <i>*Working pattern to be discussed and agreed</i>
ORGANISATION:	Royal Life Saving Society UK (RLSS UK)
LOCATION:	RLSS UK HQ, Red Hill House, 227 London Road, Worcester, WR5 2JG
DEPARTMENT:	Membership and Education
REPORTS TO:	Volunteer and Events Manager
SALARY:	£24,691.00 (Grade F) <i>*Pro-rata for Part Time Hours</i>

ROLE OVERVIEW

The Volunteering Executive is responsible for recruiting, managing, and coordinating RLSS UK volunteers. This role will require the candidate to interact with a wide variety of volunteers throughout the UK and Ireland, promoting volunteering opportunities and recruiting people to fulfil those roles; in particular but not limited to, supporting RLSS UK presence and voluntary lifeguarding at external events, and also the delivery of our schools education strategy and the Water Smart Schools programme.

The Volunteering Executive will work closely with other colleagues who support RLSS UK's volunteer-led community presence in the Volunteer and Events Team, as well as the Education Manager, and the Membership Team.

As well as recruiting and organising individuals and teams of volunteers, the role will also play a key part in ensuring RLSS UK volunteers feel that their contribution and commitment is appreciated and properly recognised and it is recorded against their individual records on the RLSS UK system.

KEY TASKS & RESPONSIBILITIES

Volunteering

- To manage the recruitment, retention, and day-to-day recognition of RLSS UK Volunteers
- To maintain a robust and safe record of RLSS UK volunteers and their voluntary roles
- Working with the various directorates to identify and coordinate volunteering opportunities for RLSS UK volunteers
- To collate and manage William Henry hours in partnership with the Events Executive to recognise the contribution of individual RLSS UK volunteers through our Honours system
- To coordinate a cohort of RLSS UK Education Volunteers throughout the UK to deliver RLSS UK activity out in the community
- To assemble and coordinate the creation of teams of volunteer lifeguards for a variety of third-party water-based events
- To support RLSS UK volunteers and members with accessing and using our member led database

- To maintain accurate reports of volunteer activities, that can be used to look at the impact of their contribution to the Society's objectives
- Manage partnerships with external event organisers to ensure:
 - Voluntary roles fulfilled by RLSS UK are clear, suitable, safe, and enjoyable
 - RLSS UK volunteers meet the requirements of external event organisers

General

- To demonstrate and uphold the Society's values and behavioural standards at all times
- Ensure compliance with UK GDPR and the Data Protection Act 2018 by complying with internal information governance policies and maintaining up to date documentation as part of RLSS UK's compliance programme
- Proactively participate in the Society's equality, diversity, and inclusion (EDI) initiatives and training, and to promote a culture of respect and inclusion for all staff and external stakeholders

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of areas of activity and responsibility and will be amended in the light of the changing needs of the organisation.

PERSON SPECIFICATION

Essential Relevant Skills and/or Aptitudes

- Excellent written and verbal communication skills, particularly when working with volunteers
- Strong planning and organisation skills and the ability to prioritise tasks
- Ability to multi-task and manage time effectively
- Ability to work effectively as part of a team and individually
- Good attention to detail
- Confidence using Microsoft Office (including Outlook, Excel, PowerPoint)

Desirable Relevant Skills and/or Aptitudes

- Experience of volunteering or volunteer management would be an advantage
- Ability to work occasional weekends/evenings to support events
- Experience with a membership database