

Job Title:	Volunteering Development Manager
Reports to:	Head of Volunteering
Location:	Flexible – access to Shaw House, Oxford preferable
Hours:	35 Hours – fixed-term 15 months
Salary:	£40,000 – £42,000 per year (depending on experience)

Background

At the core of RABI's mission is the commitment to address the individual needs of farming people. We offer one-to-one, expert support, advice and guidance, tailored to the individual circumstances of the farming person.

You will be part of a wider Volunteering team responsible for developing our approach to volunteering and engaging stakeholders and partners through local events, shows, talks etc.

We currently involve approximately 500 volunteers who help raise funds and awareness of RABI within local communities. Most of our volunteers are linked to one of our 40 county committees across England & Wales.

You will take the lead for volunteering across a range of projects including the development and implementation of new volunteering systems and processes and the piloting of a new volunteer ambassador programme. The role also includes the line management of the Volunteering Projects Co-ordinator.

Key responsibilities:

Volunteering systems & processes

- As the lead 'subject matter expert' for volunteering, you will lead on the implementation of new volunteering systems & processes across RABI. This includes making decisions to support system development, testing, communications and training for users.
- Work closely with the National Volunteering Manager and the team of Regional Managers, to ensure they are equipped and supported to make best use of the new systems.
- Work with the Head of Volunteering and Volunteering Projects Co-ordinator to ensure the appropriate processes and policies are in place to support good practice and an accessible and inclusive volunteering experience.
- Lead on the evaluation of new systems & processes for volunteering and agree clear recommendations / priorities for future development.

Diversify and expand volunteer offer

- Lead on development and implementation of new volunteer roles – including the introduction of community and corporate ambassadors.
- Work with a range of stakeholders to clarify priorities for future development for new types of volunteering – from flexible, micro roles, to more formal roles such as volunteer ambassadors.
- Develop and agree approach to volunteer recruitment, engagement and development – to support ambassadors and other roles.
- Put in place a clear development plan for ambassadors – including opportunities to come together, collaborate on future content and training etc.
- Manage and evaluate pilots – gathering evidence to inform future development.

Volunteer learning and development

- Understand volunteer learning and training needs and organisational requirements to inform future development.
- Lead the introduction of new learning systems, volunteer portal and content to support volunteer training and development – to ensure volunteers feel supported and we are meeting appropriate safe and legal obligations.

Volunteer communications and recognition

- Work with Head of Volunteering to improve volunteer communication – including volunteer forums and newsletters.
- Lead on improvements to informal and formal recognition of RABI volunteers / county committees – including introduction of long service awards and involvement in national initiatives such as Volunteers Week and Big Help Out.

Team management and leadership

- Work closely with the Head of Volunteering, National Volunteering and Senior Regional Managers to set direction, make decisions and engage the wider team.
- Manage the Volunteering Projects Co-ordinator, setting clear goals and supporting their development.
- Work with the wider Volunteering team and other departments, to support and embed the volunteer journey and good practice in volunteer management.

General

- Comply with RABI's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
- Take responsibility for professional development, working with your line manager to identify training that will support growth in the role.
- Promote the Charity's work. Attending external meetings and events in agreement with your manager.
- Perform any other reasonable task as required by your manager.

Person Specification:

Essential

- Affinity, understanding and demonstration of the goals and objectives of RABI.
- Project management & leading change – experience of managing projects across an organisation and working with different stakeholders to support change – ideally related to volunteering.
- Volunteer management – very good understanding and experience of volunteering development and management good practice.
- Learning and development – experience of supporting people's development and confidence through provision of guidance, e-learning.
- Previous people management experience – including setting goals and managing performance.
- Communications & interpersonal skills – ability to engage and build strong relationships with a range of stakeholders through good communications.
- IT & digital systems – experience of using and supporting others in use of CRM and similar systems.
- Be resilient and open to change in a developing department, and able to adapt to those changes.
- A positive and creative approach to work.
- Self-motivated and confident in working both independently and in a team environment.
- Ability to manage time effectively, prioritise workload and plan ahead.
- A full UK driving licence.

Desirable

- Experience of managing and developing a volunteer ambassador programme.
- Experience of using and supporting others in use of MS Dynamics.

This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at RABI. Full training and support will be provided for the right candidate.

Early applications are encouraged for this position as shortlisting and interviews will take place on a rolling basis. We reserve the right to close this advertisement early if we receive a suitable application prior to the deadline.

RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.