

JOB DESCRIPTION & PERSON SPECIFICATION

Post Title:	International Volunteering Manager
Responsible to:	Head of Youth Programmes
Purpose of Job:	To review, expand and implement Concordia's International and UK volunteering programmes. To proactively seek out new cooperation partners and opportunities for hosting individuals and groups. To ensure tailored and supported placements whilst maintaining and developing robust monitoring and management systems.
Location:	Office, hybrid or home-based, dependent on the right candidate, with potential travel nationally & internationally
Salary Range:	NJC PO 1- PO2 £35,745 - £40,221
Contract:	Permanent, FTE, 35 hours per week. Please note that due to the nature of this role, it will involve some occasional evening and weekend work as required. The role holder will have the ability to work flexibly to meet this requirement.

ABOUT CONCORDIA

Concordia is a charity based in Brighton, UK. We believe that youth programmes, volunteering and international work placements change lives and nurture global citizens who care about each other, and the world.

We were founded in 1943 to recruit volunteer labour to help with the war effort and to encourage peace and reconciliation in the aftermath of the Second World War. Since its founding, Concordia has been committed to programmes that support people to develop the skills and experience they need to thrive. Concordia has supported an estimated three-quarters of a million people to undertake incredible programmes all over the world. We are currently reviewing our approach, with an aim to enable significantly more people to benefit from international volunteering.

Our programmes:

We are a charity that puts intercultural experiences and journeys at the heart of everything we do. We achieve our mission through the following activities and programmes:

- International Volunteering (IV) – supports young people from age 16 to undertake meaningful and locally driven volunteering projects worldwide.
- National Citizens Service (NCS) – funds Concordia Youth Action, a Sussex wide programme providing skills sessions and local community volunteering to young people age 16-25.
- Seasonal Workers Programme (SWP) – provides adults from all over the world to come to the UK to learn skills, gain work experience and earn an income on UK farms.

The work of Concordia is overseen by a Board of Trustees.

The Volunteering Manager is part of the Youth Programmes Team.

ABOUT THE ROLE

The role of Volunteering Manager will work to review and expand Concordia's Volunteering programmes to ensure a variety of attractive opportunities both in the UK and abroad. They will ensure effective management and administration of all opportunities, initiate new partnerships with UK charities and hosts, and represent Concordia at international events and network meetings.

This role requires an individual with highly effective organisational and administrative skills, as well a strong aptitude to identify and act on new opportunities.

We are looking for a creative individual who possesses high standards, and a commitment to quality volunteering placements. The right candidate will communicate with passion and enthusiasm and have the ability to manage multiple tasks simultaneously.

ROLE OBJECTIVES

- To maintain, review and develop current Concordia volunteering programmes and partnerships
- To actively research & seek out new partnerships for hosting volunteers coming to the UK and UK volunteers travelling overseas
- To ensure the creative promotion of inclusive and appealing volunteering opportunities to a wide audience
- Responsible for the recruitment, training and management of voluntary coordinators for delivery at our UK and overseas volunteering projects.
- To establish effective and proportionate user-led processes to ensure the smooth administration and induction of new volunteers
- To ensure effective monitoring and evaluation systems are in place and to ensure regular summary reports of impact and statistics are produced.
- To provide clear information, support and advice for all volunteers travelling abroad/coming to the UK
- To develop and maintain excellent working relationships with colleagues and other stakeholders, locally and internationally
- To coordinate delivery carefully and within budget
- To work with the senior team to ensure financial sustainability of programmes and responsiveness to new project and funding opportunities
- To deliver or commission volunteer training as required
- To input and manage personal and sensitive data, keeping all individual records up to date
- To work according to all Concordia's policies, including data protection, health and safety, equity, diversity and inclusion and safeguarding
- To be available to work evenings, weekends and residentials where necessary
- To be a team player working cohesively with Concordia colleagues, volunteers and supporters
- To undertake duties and provide support to the Head of Youth Programmes on other tasks and activities as needed.

PERSON SPECIFICATION

Essential experience:

- Highly organised professional with the ability to develop and maintain strong relationships with stakeholders.
- Significant experience in establishing and maintaining impactful international volunteering schemes
- Experience of creating new ambitious and inclusive programmes and opportunities for people of all ages, in particular young people
- Demonstrable and relevant experience in Health & Safety

Essential technical competencies

- An understanding of the data protection requirements in respect of volunteers
- Excellent IT skills, including experience of using Microsoft Excel and Word
- Experience of web-based platforms for recruiting volunteers and working with CRM databases
- Good knowledge of social media platforms and how they can be used to engage with stakeholders, both existing and potential

Essential Skills

- Ability to set and achieve ambitious targets
- Excellent communication skills in a variety of forms and contexts, including training and presentations
- Excellent administrative, planning and organisational skills
- Ability to work under pressure and to prioritise and manage workloads
- Ability to work on own initiative and in different teams working to the same purpose
- Sound decision-making
- Adaptable, innovative and ambitious in relation to volunteering
- Have an awareness, understanding and commitment to the protection and safeguarding of young people and adults at risk
- Have an understanding of and be able to demonstrate a commitment to Equity, Diversity and Inclusion

Desirable Criteria:

- Charity VISA application processing experience
- Project management
- Emergency First Aid or First Aid at work
- Personal experience of international volunteering or community volunteering

Other

- Willingness and ability to work evenings and weekends as required
- Willingness and ability to undertake travel in the UK and abroad as required
- A full driving license and use of a suitable vehicle

Safeguarding:

Concordia is committed to safeguarding and protecting the client group that we work with and promote safer working and safeguarding practices within the workplace. All posts are subject to a safer recruitment process, including an enhanced disclosure check and vetting checks. We expect all applicants and employees to share this commitment to Safeguarding duty.

How to Apply: Send cover letter stating how you meet the person specification criteria (no more than 2 A4 pages) and a CV to Victor.Petersson@concordia.org.uk

Closing date for applications: 2nd August 2024

Shortlisting: W/C 5th August 2024

Interview Date: W/C 12th August 2024