

# Volunteer Manager



**Weston  
Park**

Cancer Charity

Together at every step.

## Working here

<b>Position:</b>	Volunteer Manager – Grade 5
<b>Reporting to:</b>	Deputy CEO
<b>Responsible for:</b>	Volunteer Officer Volunteer Apprentice
<b>Job location:</b>	Primary base Weston Park Cancer Charity Hub, Whitham Road or Weston Park Cancer Support, Northumberland Road, Sheffield with some at home working. Event site working as required across South Yorkshire with occasional national events.
<b>Hours:</b>	37.5 per week  This post will include weekend and evening work throughout the year. The charity offers an excellent Time In Lieu policy and/or pay for events outside of your normal working hours.
<b>Salary:</b>	£29, 493- £32, 769 (Our Policy is to recruit at the bottom of the salary band, unless significant relevant experience can be demonstrated)
<b>Contract length:</b>	Permanent

## What we do

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For one in two of us, cancer will change everything.

When it does, so can we.

Weston Park Cancer Charity is here to face cancer with you. Our services, advise and support are for you and the people close to you, helping everyone to live with and beyond cancer. The funds we raise also support vital, pioneering research and clinical trials led by the exceptional medical experts at Weston Park Cancer Centre. It's our job to care in every sense for our patients and their families. Our help is free, and we're here for you, together every step.

## What you do

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### Main purpose of post

This role will lead our volunteering activity across our fundraising and services. It will build on the amazing contributions our existing volunteers make to the lives of people affected by cancer in our region, ensuring they are supported and recognised, while building our future strategy to develop our volunteering programme. At its heart will always be our commitment to making sure volunteers feel valued and appreciated.

You will report to the Deputy CEO and work alongside our Fundraising and Services team to ensure effective development and implement of an annual volunteering programme covering South Yorkshire, Bassetlaw and North Derbyshire. You will collaborate with our marketing team to ensure volunteering for the charity is promoted and we show the impact volunteers make.

This is the perfect role for anyone who loves to engage and motivate people, who can develop new plans and see them through, who likes to be 'out and about' within the community and at events, and who understands that no two days are the same, as such, some out of hours, evening and weekend work should be expected, for which an excellent time off in lieu benefit will be applied in return.

### Key Responsibilities

- Contribute to development of the volunteering strategy by collaborating with colleagues to identify volunteering needs and working with the Deputy CEO to produce the strategy.
- Develop and implement the annual volunteering plan to support our fundraising activity and delivery of our support services for people affected by cancer.
- Ensure the charity provides a high-quality experience for volunteers, regularly seeking volunteer feedback and undertake evaluation to make improvements.
- Lead the recruitment, selection, onboarding and training of volunteers.
- Manage the day-to-day volunteer activity programme, coordinating volunteer participation in fundraising events and regional fundraising activity. Work alongside our services team on volunteer involvement in providing services.
- Supervise volunteers and provide effective support and guidance.
- Develop and deliver a volunteer recognition programme including 'thank you' events.

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- Lead on development and implementation of volunteer policies and procedures, using national best practice and regulatory guidance (e.g. Safeguarding).
- Ensure volunteer data and files are maintained.
- Ensure our volunteer programme reflects the charity's commitment to Equality, Diversity and Inclusion.
- Work closely with our marketing team to ensure we promote volunteering opportunities and show the amazing impact volunteers make to people affected by cancer.
- Lead the volunteering team, providing effective line management and development.
- Attend and contribute to team meetings and 'away days' and be an active, invested member of our team.
- Ability and willingness to travel throughout the region to attend charity fundraising events and support volunteers who are involved in community transport and outreach services.
- Able to work flexibly, including working in the evenings and at weekends.

### General Responsibilities:

Every employee is required to:

- Adhere to, and comply with, organisational policies, procedures and guidelines at all times.
- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Comply with the organisational policy on confidentiality, and the General Data Protection Regulations.
- Respect the confidentiality and privacy of donors, guests and staff at all times.
- Maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, volunteers, visitors and themselves.
- Participate in personal and organisational training and development and performance framework meetings.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

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## Who you are

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We are seeking a highly motivated individual who shares our values to join Weston Park Cancer Charity's busy charity team. Our Volunteer Manager will play a vital part in our team and help us to deliver our vision: a better life for those living with, and beyond, cancer in our region. If you are interested in progressing your career within an organisation which makes a real difference to the lives of thousands of people, we'd love to hear from you.

### About you:

- You will be a forward thinking, team player with a 'can do' attitude & part of a fast-paced charity team
- You will have excellent communication skills (both written and oral)
- Able to manage your own workload and priorities to agreed deadlines
- Participate in and contribute to team meetings
- Co-operate and liaise with colleagues, working in a professional manner at all times
- Act as an ambassador for Weston Park Cancer Charity, reflecting the objectives and values, and to always work in the best interests of the charity.
- Support and encourage harmonious internal and external working relationships
- Make a positive contribution to volunteer involvement in delivering the charity's strategy and raising the profile of Weston Park Cancer Charity

### Our Total Rewards Package

Our Total Rewards Package is the result of staff feedback and best practice across the charity, public and private sectors. Some of our key benefits, depending on eligibility, include:

- 27 days (plus bank holidays) annual leave
- Option to purchase additional five working days per year
- Westfield Health level 4 coverage
- 12 weeks maternity leave at 100% pay and an additional 6 weeks at 50%
- Up to 2 weeks full paternity pay
- NHS benefits
- Hybrid working

- A minimum 4% employee / 6% employer contribution through our Auto Enrol private pension scheme. \*Tax relief is automatically claimed for the staff member.
- Death in service cover

## Person Specification

### Methods of Assessment:

A = Application

I = Interview

R = References

T = Test/Presentation

	Essential	Desirable	Assessment
<b>QUALIFICATIONS</b>			
Educated to degree level or equivalent		√	A/I
People management qualification	√		
Competent driver with a full clean driving license	√		A/I
<b>EXPERIENCE, KNOWLEDGE, SKILLS &amp; ATTRIBUTES</b>			
Minimum of 3 years' working in a people management role of a large team, including recruitment, support and supervision	√		A/I/R/T
Minimum of 3 years working in volunteer management		√	A/I/R/T
Demonstrable understanding of volunteering in the charity sector	√		A/I/R/T
Experience of developing annual plans and motivating people to contribute to agreed objectives	√		A/I/R/T
Excellent organisational skills, with the ability to prioritise in a fast-paced environment and lead others	√		A/I/R/T
Excellent interpersonal skills with the ability to engage, motivate and recognise the skills and talents of others	√		A/I/R/T
Knowledge of Safeguarding Adults policy		√	A/I/R/T
Compassionate and committed to the values of Weston Park Cancer Charity	√		A/I/R/T

## Volunteer Manager (Grade 5)

Flexible and acts with a 'can do' attitude to change	√		A/I/R/T
Can maintain confidentiality and act in a professional and respectful manner	√		A/I/R/T
An understanding and appreciation of the workings of the charity sector		√	A/I/R/T
Strong IT skills (proficient with Outlook, Word, Excel, PowerPoint & use of databases in particular)	√		A/I/R/T
Ability to work effectively as part of a team	√		A/I/R/T
Willingness to work outside of office hours as required	√		A/I/R/T

## How to apply

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**Closing date:** Monday 25<sup>th</sup> March 2024 @ 9am

**Interview date:** 1<sup>st</sup> Interviews- w/c Monday 1<sup>st</sup> April 2024

**Application format:** Please send a CV and covering letter demonstrating that you have read the job description / person specification and how you meet the essential and (where relevant) desirable criteria for this role. This can include skills, training, membership of professional bodies and experience. The covering letter will form a key part of the recruitment process and you should demonstrate your suitability for the role in no more than two pages.

Weston Park Cancer Charity is committed to promoting equality of opportunity and values diversity of culture among our staff. All applications are anonymised as part of the selection process, so please do not forward any documents in PDF format.

**Apply to:** [HR@wpcancercharity.org.uk](mailto:HR@wpcancercharity.org.uk)