



TITLE: Volunteer Recruitment Officer

SALARY: £13,400 - £15,000 (actual salary) dependent on experience, 22 hrs per week (work pattern to be discussed)

BASED: Home-based (remote)

REPORTING TO: Operations Manager

APPLICATION DEADLINE: Sunday 15th September 2024

KEY ACCOUNTABILITIES:
<p>The Volunteer Recruitment Officer will proactively help Branch Chairs build and sustain their team by identifying and responding to gaps, recruiting to specific roles, and ensuring branches are trained and have the guidance they need to operate locally.</p> <p>Working closely with the Volunteering Administration Officer, they will help local volunteer Branches follow REMAP procedures and contribute to monitoring and ongoing project development work.</p>
Role Responsibilities
<ul style="list-style-type: none">• Develop, manage and lead on new volunteer recruitment processes/plans for Chairs and wider volunteer Branch roles. This will include creating new initiatives to find, recruit, onboard volunteers.• Proactively engage with Branches to identify gaps and recruit into those roles using a variety of recruitment methods.• With others, develop and create the processes and materials needed for volunteer recruitment, onboarding and training projects.• Encourage and assist Chairs/volunteers to follow charity guidance.• Signpost Chairs/ volunteers to the Operations Manager or other relevant REMAP departments for more comprehensive support, handling initial queries where appropriate.• Alert the Operations Manager to issues/ trends.• Provide contributions to monthly newsletters and volunteer-related social media.

TITLE: Volunteer Recruitment Officer

PERSON SPECIFICATION

Skills and Experience	Essential	Desirable
Experience in recruiting and supporting volunteers	X	
Proven experience in developing, leading and managing innovative volunteer-related projects.	X	
Ability to sensitively guide new and experienced volunteers in the discharge of their responsibilities.	X	
Ability to identify existing and developing issues and develop solutions.	X	
Experience working in volunteer client-facing organisations	X	
Comfortable managing challenging conversations, particularly during a change process.	X	
Ability to foster trust and build working relationships with colleagues and volunteers.	X	
Experience in using a CRM & Microsoft 365	X	
Excellent written and verbal communication	X	
Self-starter with the ability to manage workload and adapt to emerging priorities.	X	
Qualification in volunteer management/ support		X
Experience of data analysis, and communicating data-informed ideas and trends		X