

Join our team at Yellow Submarine! Volunteer Manager



Salary: £25,500 - £29,000 (Depending on experience)

Contract Type: Full-time*; 12-month contract, our expectation would be to offer a permanent contract at the end of the year, subject to performance and funding.

Working Hours: Flexible depending on availability*; with regular working patterns.

* A full-time working week is 40 hours

Location: Flexible depending on events and activities with time spent in the Yellow Submarine Offices (currently in Oxford and Witney) and attending events across the county.



Yellow Submarine is an award-winning charity, supporting people with additional needs and their families. Search '[Yellow Submarine Charity](#)' online to learn more.

We have an opportunity for a new team member to join us as our Volunteer Manager. If you want the opportunity to join a small but friendly team, where you'll get to see the impact of the charity's work first-hand, this is the job for you!

This role will involve recruiting and managing volunteers across Yellow Submarine's activities; the successful applicant requires exceptional organisational ability and should have a proactive nature, as well as a willingness to support and get involved in Yellow Submarine's activities.

We welcome applications from all people regardless of race, gender, disability, religion, belief, sexual orientation or age and we are committed to providing under-represented groups with the help and support they need to apply. To apply, you must complete an application form (available on the '[Join our Team](#)' page of our website). Successful applicants will require a DBS check.

Application deadline: Monday, 30th September 2024 at midday | **Interviews:** Thursday, 10th October 2024* | **Start date:** ASAP

If you have any questions, please contact Kate Sankey - kate@yellowsubmarine.org.uk

Job Description

To take the lead in recruiting volunteers across Yellow Submarine's projects and activities and provide support to volunteers enabling them to carry out their roles through training and pastoral support.

The successful applicant requires exceptional organisational ability and a willingness to support and get involved. They must be flexible, have the ability to solve issues whilst being responsive to the needs of the organisation and the needs of our members. They must work with colleagues across the organisation to ensure the charity's volunteer needs are met and that both volunteers and members feel well supported.



Key Duties*

- Safe recruitment of volunteers across the organisation and projects; this will include the development of relationships with key sources of volunteers e.g. schools, colleges etc.
- Management of volunteers across the organisation; providing support and supervision. This will include any students or interns on placements with Yellow Submarine.
- Developing a training programme for volunteers; this will include organisational induction training accessed by all new starters (volunteers and staff) and run regularly throughout the year.
- Maintaining volunteer records; including logging and evaluating volunteer hours.
- Carrying out and maintaining DBS checks for volunteers.
- Keeping in touch with volunteers and potential volunteers; this is to include the monthly volunteer newsletter.
- Developing and maintaining relationships with other organisations who recruit and support volunteers within our community e.g. OCVA.
- To Support at Yellow Submarine's activities, as needed; this may include social clubs daytime sessions and holiday activities.
- To help develop new and innovative ideas to help our target groups and meet our charitable objectives.
- To carry out any other duties within the general scope of the post, as directed by the Co-Directors.
- Every Yellow Submarine employee is required to uphold equal opportunities and anti-oppressive practice; whilst upholding safeguarding policies and procedures as set out by the organisation.

*This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with organisational priorities and duties may change or new duties be introduced after consultation with the post holder.

Person Specification

We recognise our organisation is only as good as the people who work for us - first and foremost we are looking for people with the right characteristics:

- ✓ Believe in the work that we do and understand the need for our organisation.
- ✓ Genuinely relish the activities we offer and have a sense of fun that is contagious!
- ✓ Enjoy spending time with adults and young people of all backgrounds.
- ✓ Able to both command respect and to inspire the people we support.
- ✓ Safely manage a group with sole responsibility.
- ✓ Recognise the need to be organised and responsible.
- ✓ Have excellent communication skills - written and verbal.
- ✓ A methodical approach to tasks as well as being resourceful.
- ✓ To be both numerate and computer literate.
- ✓ A flexible and can-do attitude.

Requirements

Qualifications	Essential <ul style="list-style-type: none">- Have a sound education to A-level standard or equivalent. Desirable <ul style="list-style-type: none">- Volunteer Management (Qualification, award or training)- Generalist or Specialist Safeguarding Certificate- First Aid training
Experience	Essential <ul style="list-style-type: none">- Have experience of working for a charity- Have experience of working with or managing volunteers- Experience of Project Management- Personal experience of volunteering- Have demonstrable experience of working with people from all walks of life Desirable <ul style="list-style-type: none">- Experience of managing a team (staff or volunteers)- Experience in working with people with learning disabilities/Autism
Skills	Essential <ul style="list-style-type: none">- The ability to champion volunteering within the organisation.- Demonstrate excellent communication skills- Be able to prioritise.

	<ul style="list-style-type: none"> - Have excellent administrative skills. - Excellent IT skills in Microsoft Word, Excel, PowerPoint and Outlook <p>Desirable</p> <ul style="list-style-type: none"> - Basic MAKATON skills, PECS
<p>Personal Attributes</p>	<p>Essential</p> <ul style="list-style-type: none"> - Be able to 'get on' with people from all walks of life and a 'Can do' attitude - Be able to handle situations with tact, sensitivity and compassion - Have commitment and a conscientious approach to work - Have a responsive and helpful manner - Have the self-confidence and self-reliance to undertake the role - Have a proven reliability, excellent time keeping and attendance record - Be able to work under pressure - Be confidential - Be able to work as part of a team - A willingness to undertake training where necessary <p>Desirable</p> <ul style="list-style-type: none"> - Full, clean UK driving license

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*If you are unavailable for interview on this date, please let us know when submitting your application and if shortlisted we will do our best to accommodate you on another date.

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