

## **Job Description: Volunteering Manager**

### **Job Role**

Volunteers are pivotal to the future of BANT and its goal to develop the Nutritional Therapy profession. The Volunteering Manager will be responsible for developing and managing the volunteer community under the strategic guidance of the Volunteering Director.

This role is responsible for developing and implementing frameworks and plans to support volunteers to actively and effectively contribute through the Regional meetings, as part of the committees, in strategic workstreams or as directors in Council, and to embed a culture of volunteering that is inspirational, fun, motivating and a learning experience.

### **Volunteering Manager Responsibilities**

- 1) Working with the Volunteering Director to create an annual Volunteering Plan setting out plans for the year, budget requirements, timelines, etc
- 2) Reporting to the Volunteering Steering Group on progress against the Volunteering Plan
- 3) Supporting Directors in developing their resource requirements for the workstreams and finding suitable volunteers
- 4) Providing support to the Regional Coordinator Team Leader in recruitment and management of Regional Coordinators
- 5) Developing and managing the recruitment, interview, appointment and induction processes for all volunteers as well as the exit process.
- 6) Providing support to the committees in recruiting volunteers
- 7) Maintaining a database of volunteers
- 8) Undertaking community engagement such as setting up an annual Volunteers Forum, regular newsletters to volunteers, creating a volunteers blog, etc
- 9) Identify and apply for grant funding opportunities where available

This role would suit someone who is interested in broadening their skill set.

### **Person Specification**

#### **1. Essential Knowledge, Skills and Experience:**

- Experience of leading a team to achieve a successful outcome (essential)
- Good written and verbal communication skills (essential)
- Good planning and organisational skills (essential)
- Experience of recruitment (essential)
- Experience of managing volunteers (essential)

#### **2. Competencies and Behaviours:**

- Self-driven, highly motivated and pro-active
- Able to work unsupervised
- Able to use initiative to solve problems
- High level of professionalism and self-confidence
- Flexible approach to working with others

- Energy, enthusiasm and commitment to the role

### **Remuneration and Hours**

- 30 hours per month @ £15 per hour.
- Must be able to be flexible on hours including evenings and weekends as required to manage volunteers.