

Volunteer Manager – January 2025

If your answer to these 3 questions is yes, we'd like to hear from you.

Do you have experience of recruitment, induction and supporting staff and/or volunteers?

Do you have experience of delivering training?

Do you know how to attract a range of volunteers to an organisation?

ADVERT

An exciting opportunity has arisen for a part-time Volunteer Manager to join a busy multi service charity based in Coventry, working, 20 hours per week. In return, we offer a competitive salary of £16,646 per annum (£31,212 FTE), and a contributory pension scheme. Annual leave of 26 days + bank holidays with an additional day's leave for every 2 years of service up to a maximum of 29 days per annum (pro-rata for part-time). Valley House offers a comprehensive in-house training programme, access to a range of accredited training, subsidised nursery places for staff and an Employee Assistance Programme.

What We Do:

The charity has a fully trained staff team providing Supported Accommodation to victims of domestic abuse and with complex needs. We have an on-site Children's Nursery that provides full day care for pre-school children.

We are looking for reliable and committed individuals who are able to:

- Lead on the recruitment, induction plus the ongoing training and support of all Valley House volunteers.
- Lead and manage all Valley House volunteers, ensuring they provide a high quality, professional and successful service.
- Ensure effective relationships with all Valley House managers who have volunteers placed within their service.
- To prepare all monthly, quarterly and annual internal and external monitoring and reports as required.

The successful candidate will have:

- Proven experience in recruiting, inducting and supporting staff or volunteers.
- Experience in delivering training.
- Knowledge and understanding of what motivates volunteers.
- Knowledge and understanding of how to attract a range of volunteers.
- Knowledge of best practice in relation to safeguarding adults and children.
- Understanding and passion for the work of Valley House.
- Approachable manner with a high level of interpersonal skills and the ability to motivate and inspire others.
- Strong organisational skills and the ability to manage multiple priorities effectively.
- Good IT skills.
- Excellent communication skills, both oral and written.
- Ability to maintain clear boundaries.

- Ability to work on own initiative.
- A flexible approach to ensure all volunteers are supported effectively.

This post requires a satisfactory DBS check.

The hours of work are 20 hours per week, worked over 3 or 4 days.

The closing date is 12 noon on Wednesday 26 February 2025 and interviews will be held on Wednesday 5 March 2025.