Hamelin Trust

Job Title: **Volunteer Manager**
Hours: **37.5 hours per week**
Salary: **£29,000.00 pa**

To help us expand and grow our services, we have an exciting opportunity for a Volunteer Manager to join our People Team. The successful applicant will develop and manage our volunteering programme, supporting the established services and working with a Project Lead to support the delivery of the BFriend's project, a two-year pilot to deliver volunteer-led befriending services in the Chelmsford and Braintree area.

The ideal candidate:
You will bring a wealth of volunteer management experience, particularly knowledge of current trends and resources, to attract and inspire our volunteer teams. You will have the autonomy to design and develop our volunteer programme with the support of the wider Hamelin Trust teams. You are an excellent communicator who is upbeat and enthusiastic, with a desire to help people and get stuck in.

About the role:
What you will be working on:

- Develop and implement policies, procedures, role profiles and standards to support our volunteer programme.
- Ensure volunteers receive induction and further training to equip them for their volunteering responsibilities.
- Manage the end-to-end volunteer experience at Hamelin Trust.
- Work with a Project Lead to support the delivery of the BFriend's project.
- Undertake regular evaluation to ensure the volunteers feel supported, empowered, and valued.
- Support the growth and development of the volunteer community.
- Provide data insights, KPI progress and monitoring of the volunteer programme.
- Delivering presentations to internal and external stakeholders.
- Communicating with various internal departments to coordinate ongoing logistical planning, including events, marketing campaign, drafting communications and training materials.

Where will I be based?
The role will be based in the Chelmsford/Braintree area at a base yet to be decided, with visits to the Central Office in Billericay and the other existing services in Rochford and Wickford. It is a hybrid role, with home working options available.

If you are keen to work for a small charity where you can make a huge impact on the lives of many people in the community, this could be the ideal role for you.

A full job description is available on request, and if you have any questions about this role and would like to find out more, please get in touch with the HR team on 01277 653889 or hr@hamelintrust.org.uk We look forward to hearing from you!

Hamelin Trust has a duty to safeguard and promote the wellbeing of the people it supports and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. Appointments are subject to satisfactory enhanced DBS disclosure & other safeguarding and recruitment clearances