

nightingale hammerson

Job Description

Post Title		Volunteer Development Manager	
Department		Directorate	
Full/part Time	Part Time	Hours of Work	32 per week
Postholder reports to:		Director of HR, Payroll and Volunteering	
Job Summary: <ul style="list-style-type: none">• To oversee the involvement of volunteers at Nightingale House and Hammerson House• To support and train staff working with volunteers• To work with appropriate external organisations developing volunteering opportunities at Nightingale Hammerson• To monitor and evaluate the involvement of volunteers and volunteer service delivery at both Nightingale House and Hammerson House			
Equality and Diversity <p>Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.</p>			

Duties and Responsibilities

1. To oversee the recruitment and selection, induction, management and training and development of all volunteers, in conjunction with colleagues as appropriate.
2. To liaise with managers and other senior staff regarding volunteer roles and their requirements for volunteers
3. To attend meetings within Nightingale Hammerson as and when necessary, for example, Directorate, Heads of Department and planning meetings
4. To ensure the database of all volunteers is updated and maintained
5. To carry out monitoring and analysis of volunteer involvement at Nightingale House and Hammerson House
6. To write and present regular reports for senior management and committees

7. To arrange regular appreciation events for volunteers
8. To attend external meetings and events with a range of organisations about the role of and need for volunteers in order to increase volunteer numbers
9. To host visits from external organisations and individuals in order to promote Nightingale Hammerson and promote volunteering
10. To display a strong interest in Jewish culture, promoting the Jewish ethos of Nightingale Hammerson
11. To oversee the recruitment and work experience of students and young volunteers (aged 16 to 18)
12. To ensure that the behavior of volunteers whilst at Nightingale House and Hammerson House does not breach any Health & Safety, ethical or confidentiality practices or disrupt the conduct of the organization.
13. To regularly update the Volunteers Handbook and other relevant documents and publications
14. To produce a quarterly volunteers newsletter and to maintain a social media presence regarding volunteering at Nightingale Hammerson and respond to enquiries about volunteering with Nightingale Hammerson.
15. To be available to work outside office hours in order to carry out volunteering training events and to interview prospective volunteers
16. To undertake such other duties within the competence of the postholder which may be required from time to time

Health & Safety

To comply with Nightingale Hammerson's Health & Safety Policy and Procedure

Equal Opportunities

To comply with Nightingale Hammerson's Equalities Policy

Person Specification Volunteer Development Manager

The requirements listed below are considered to either be essential to successfully undertake the duties and responsibilities of the post or are considered desirable.

Criteria	Essential or Desirable
1 Experience of developing and implementing successful volunteer recruitment and retention campaigns	Essential
2 Experience of building relationships with external organisations to create and promote volunteering programmes	Essential
3 Experience of writing strategies and policies to support volunteering	Essential
4 Experience of managing projects to deliver on budgets	Essential
5 Experience of undertaking a similar role	Essential
Knowledge	
1 Knowledge of legislation around volunteering	Desirable
2 Knowledge of the Jewish charity sector	Desirable
3 An understanding of the issues faced by older people	Essential
Skills	
1 Ability to carry out presentations to professionals, organisations and agencies	Essential
2 Ability to motivate individuals in undertaking voluntary work	Essential
3 Ability to nurture and support individuals whilst they undertake voluntary work	Essential
4 Ability to speak publicly about volunteering and elicit support	Essential
5 Ability to work as part of a multi-disciplinary team	Essential
6 Ability to devise and facilitate training sessions for volunteers	Essential
7 Ability to effectively communicate in person, by telephone and in writing with a wide range of people including residents, relatives, advocates, carers, Nightingale Hammerson colleagues and staff from other organisations	Essential
8 Ability to prioritise work within a context of competing demands	Essential

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| 9 | Ability to research, prepare and facilitate presentations | Essential |
| 10 | To be competent in the use of IT skills and equipment | Essential |
| 11 | Ability to work with databases and Excel in order to set up recording and evaluation systems and produce reports | Essential |
| 12 | Ability to carry out social media communications such as Twitter, Facebook and You Tube | Desirable |

Special Conditions

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| 1 | Ability to work outside office hours, and on Sundays, on occasion and as required | Essential |
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