

JOB DESCRIPTION MANAGER, VOLUNTEER ACTION (VA)

Accountable to: The Charity Trustees who manage the affairs of the Charitable Incorporated Organisation (Volunteer Action) within the overall constitution.

Accountable for: To ensure that Volunteer Action delivers the effective management, improvement and development of a) The Community Car Scheme b) The Befriending Scheme and any other services which may be introduced or expanded over time.

The management and development of all support staff, volunteers, office, and IT systems.

To work with the Trustees to raise funds, develop new services and work with other organisations, keeping the Trustees informed and involved and seeking their agreement and approval as needed within the constitution.

Key Responsibilities

Management

- Overseeing the operational management of the VA office
- Directing the running and administration of VA in accordance with agreed policies and procedures
- Carrying out the performance management of the staff.
- Managing the staff and volunteers in line with legal requirements and good practice
- Ensuring policy documents are reviewed/updated or written and presented annually to the VA trustees
- Supporting and advising the trustees on those issues affecting Charity Law or current organisational status and any other legislative changes which impact how VA works
- Attending and representing VA at meetings as required
- Able to demonstrate an understanding of equal opportunities and apply that to the service provision keeping up to date as appropriate.
- To have a commitment and understanding of Health and Safety issues applied to the varied aspects of VA service provision
- Within the terms of the constitution to carry out other functions as required.
- To lead on safeguarding supported by a designated trustee

Supported by

Community Car Scheme and Befriending Scheme

- To ensure effective management of the schemes.
- To ensure the systems are in place for the effective recruitment, retention and training of volunteers.
- To ensure the work of the charity is effectively communicated within the community, to enable fundraising, volunteer recruitment and membership, including involvement in talks or presentations to other organisations.
- To ensure the systems are maintained, fit for purpose and updated. To initiate any enhancements and improvements ensuring the smooth running of the office.
- To ensure that staff and volunteers are supported and utilised effectively.
- To ensure volunteers are provided with appropriate training.
- To ensure applications for funding contracts are in place & monitoring requirements carried out.
- To ensure the financial affairs are managed appropriately and manage the donations received.
- From time to time make referrals to other agencies as agreed with members

Trustees

- To initiate and provide information and reports to the Trustees both at their meetings and more frequently as needed, ensuring the management information meets the business requirements
- To organise, attend and contribute to the trustee meetings and in conjunction with the chair and Deputy, issue agendas a week before the meeting
- To minute trustee meetings
- To take an active part in the support of Trustee project teams, either in fundraising, development of services or general improvement initiatives

Service Development

- Development and planning for VA through the ongoing review of Business Plans and other strategic documents
- Develop and implement a marketing and publicity plan including the website, leaflets, advertising and other social media in conjunction with a trustee strategy
- Financial planning in conjunction with the Treasurer and other trustees
- Identifying and apply for funds and other resources from statutory bodies and grant funders and ensure relevant monitoring is in place
- Explore new sources of income generation to secure the future sustainability of the organisation
- Work with trustees to ensure the ongoing viability and administration of the Friends of VA.
- Representing VA at a county level contributing to the development of the voluntary sector and ensuring its voice is heard.
- Managing partnerships and collaborative working where appropriate

Other

To undertake such other duties as the Trustees may determine within the scope of the job description including all aspects of service delivery in the VA office.