

JOB DESCRIPTION & PERSON SPECIFICATION MANAGER, VOLUNTEER ACTION (VA)

Accountable to: The Charity Trustees

Accountable for: The effective operational management, improvement and development of the Charity's services (Community Car and Befriending Schemes)

Key Responsibilities

- To work with the designated staff and volunteers to ensure the effective operation of the VA office including overseeing the management of the Driving and Befriending services
- To manage and develop the staff and volunteers in line with legal requirements and good practice, including Health & Safety, Safeguarding and equal opportunities.
- To support the Trustees to ensure policy documents are reviewed/updated or written, advising on any legislative changes which impact how VA works
- To ensure the work of the charity is effectively communicated within the community, to enable fundraising, volunteer recruitment and membership, including involvement in presentations to other organisations and marketing campaigns.
- 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 research and ensure applications for funding contracts are in place & monitoring requirements carried out.
- To ensure the office financial affairs are managed appropriately including donations received.
- 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 support the Trustees in exploring new sources of income generation to secure the future sustainability of the organisation
- To representing VA externally ensuring its voice is heard within the Charitable sector and beyond.

Person Specification

- Recent management experience
- Experience of managing staff
- Demonstrate effective IT skills using Microsoft office and outlook
- Educated to degree level standard or can demonstrate equivalent work experience
- Experience in report writing, bid submission and analytical skills
- Good communication, listening and presentation skills
- Good time management and organisation skills
- Understanding of confidentiality, a commitment to Health and Safety and awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs
- Car driver/owner and access to a car
- Able to work in Oundle office, although some home working is possible
- Able to work flexible hours as required

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