



Local sight loss support  
Cymorth colli golwg lleol



## **Job title: Volunteer Development Manager**

*This post is funded by the National Lottery Community Fund*

**Hours: Full time 35 hours per week £28,000 per annum**

**Location: Hybrid working – Cardiff office base/home, travel around South Wales**

**Job type: Fixed term 22 month contract.**

This post is grant funded by the National Lottery Community Fund as part of a 2-year People and Places project called “Volunteering Insight”.

“Volunteering Insight” seeks to develop a number of additional volunteers for Sight Life to assist with Befriending, Driving and Community Champions with VI who can contribute towards reducing social inclusion.

Sight Life a local sight loss charity providing services and support to blind and partially sighted people in Cardiff, Swansea, Neath Port Talbot, and Rhondda Cynon Taff.

In this role, you will take responsibility for the recruitment, onboarding, training and management of a pool of volunteers to support all of our charitable objectives and to identify opportunities for innovation and development within volunteering and volunteer-led services.

We offer a hybrid working model, working flexibly both from our office in Cardiff and from home. Some travel across South Wales will also be expected.

### **You will be responsible for:**

- Strategic and operational project management for Volunteering Insight
- Budget and financial planning of project objectives
- Reporting on and monitoring of progress of the project’s outputs and objectives.
- Design and implementation of Volunteer Strategy and Engagement Programme.
- Design and Implementation of Volunteer Training and Induction programme

- Volunteer Recruitment and Marketing
- Safeguarding and eligibility standards for volunteers.
- Compliance with Investing Volunteer standards.
- Developing evaluation and programme concepts.
- Generic Management and line-management of volunteering / volunteers

## **The successful applicant will require:**

- Excellent verbal and written communication skills with the ability to adapt their style to suit the audience
- Experience in working with people with disabilities and an understanding of the needs of people with sight loss (desirable)
- A knowledge of local and national service provisions for blind and partially sighted people (desirable)
- Experience of identifying and developing volunteers in line with a strategic programmes
- Experience in providing support and leadership to volunteers
- A commitment to equal opportunities and anti-discriminatory practices
- A positive thinker with a lively, enthusiastic and 'can do' attitude
- Passionate about reaching out to the sight loss community
- Excited by the opportunity to play a key part in our organisation's growth
- Highly organised with the ability to deal with a high variety and volume of work
- Computer literate – competent and confident in the use of Microsoft Outlook and Office software
- Able to work on their own initiative and liaise with their manager as and when required
- Empathetic and caring with the ability to connect with people
- A full clean driving licence

A full DBS Check will be required to the successful applicant. Please ensure that you are eligible to work in the UK.

Sight Life is committed to Equality, Diversity, and Inclusion and to building a diverse community. We welcome applications from eligible candidates regardless of their protected characteristics.

## **How to apply**

If you would like to apply for this great job opportunity, please send your CV and a covering letter to Amelia Kirk, [amelia@effective-hrm.co.uk](mailto:amelia@effective-hrm.co.uk).

Covering Letters should evidence how you meet the job responsibilities and requirements and should be a maximum of 2 pages.

Closing date for applications: 21 November 2022.