

# Head of Volunteering Development

## Job Description and Person Specification



<b>Post Title:</b>	Head of Volunteering
<b>Salary:</b>	£34,000
<b>Working Hours:</b>	35hrs per week
<b>Duration:</b>	Permanent Post
<b>Location:</b>	Glenrothes
<b>Reporting to:</b>	Chief Executive

### Main Purpose of Post:

To be the strategic lead for volunteering for FVA and the local authority area. To manage the volunteering development team and promote FVA as a centre of excellence for volunteering development. Work collaboratively with statutory and third sector partners to ensure volunteering is integral to community planning and communities in Fife.

### Main duties of Post:

1. To take a strategic lead on volunteering development in Fife, ensuring that FVA is represented both locally and nationally and that volunteering is promoted to public, third and private sector partners;
2. To chair Fife's Volunteering Strategy Implementation Group and take the lead for the development and delivery of the strategy and associated action plans;
3. To ensure FVA's workplan meets funder requirements, stakeholder needs and local need in relation to volunteering;
4. To line manage the volunteering development team at FVA; providing support and supervision, strategic direction and assistance in delivering against the workplan;
5. To take lead responsibility for the line management, monitoring, reporting and evaluation of FVA's funded volunteering projects e.g. Opportunities for All, Fife Employability and Training Consortium and Fife Council/Integrated Care Fund Befriending Partnership and attend relevant partnership and management meetings;
6. To represent the interests of volunteering and the wider third sector at strategic partnership meetings e.g. Local Community Planning Partnership Meetings, NHS Fife Volunteering Development Group and a variety of local and national partnerships;
7. To form part of the Management Team at FVA, attend relevant meetings, contribute to, and uphold, the standards and values of the organisation, and take a corporate management approach to ensuring this across the whole staff team where appropriate;
8. To provide reports for internal and occasionally external use on volunteering related themes, including contributing to FVA Board reports as required;
9. To actively identify gaps in provision and, where appropriate, to explore funding opportunities to fill these gaps;
10. Proactively build and maintain relationships with external stakeholders at all levels to understand local challenges and emerging issues;
11. Undertake training related to the post as appropriate and with agreement from the Chief Executive.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

## **Person Specification**

### **Essential requirements:**

- Experience of recognised project development and management techniques
- Experience of working with the third sector
- Experience of appropriate policy development and strategic/operational planning
- Experience of delivering training appropriate to third sector development
- Demonstrable relationship building skills, networking abilities and an ability to influence and motivate others
- People management skills and experience working as part of a team and to help others
- A proven capacity to manage a diverse workload and prioritise effectively to meet deadlines
- Good standard of computer competence (Word, Excel, Powerpoint, Internet and E-mail)
- A valid UK driving licence, flexibility to travel and access to personal transport.

### **Desirable requirements:**

- Knowledge of project funding sources and application processes
- Practical experience of the realities of diverse community life