

Job Description

Volunteer Engagement Programme Manager

Hours: 8 hours per week over 40 weeks per year, mostly during term time

Salary: £10.50 per hour

Responsible to: Pinpoint Chief Executive Officer

Overview: To develop and manage the Volunteer Engagement Programme.

Key responsibilities:

- Working with the Pinpoint team to develop the Parent Volunteer Engagement Programme.
- Delivering the Parent Volunteer Engagement Programme. This may include: overseeing and delivering communications activities, running a keeping in touch programme, maintaining databases, coordinating activities, producing resources and arranging training as required
- Provision of statistics and collection of information to demonstrate the impact of the Volunteer Engagement Programme.
- Carrying out any other duties in agreement with the Chief Executive Officer and commensurate with the role.
- As directed by the Chief Executive Officer, to engage in the delivery of Pinpoint's contracts and grant work.
- The position will be based in St. Ives, Cambridgeshire.
- It is expected that the post-holder will need to travel around Cambridgeshire in order to fulfil the duties effectively.
- There is likely to be a requirement to work occasional evenings and weekends.
- The post holder will be committed to safeguarding the welfare of children, young people and vulnerable adults and will be subject to a DBS check.