

Job Information Pack

Volunteer Programme Manager

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About Wirral CVS

Wirral CVS has been set up by and for Wirral's Voluntary, Community, Faith and Social Enterprise (VCFSE) sector.

The sector's collective response to the Covid-19 pandemic helped to shape the co-production of our Coming Together Strategy, a sector-led plan that will inform the way in which all parts of our sector contribute to and add value to life in Wirral.

Wirral is an incredible place with a wealth of assets across and within our communities. Sadly however, we know only too well of the extreme health inequalities that still exist within our Borough, making the work of our VCFSE colleagues even more essential than ever before.

As our sector continues to navigate its way out of the impact of Covid-19, and through the cost-of-living crisis, it is critical that we are able to support groups and organisations to not just survive but to thrive. As the newly-emerging health structures further embed, the opportunities for our sector to play a front and centre role in shaping the way in services are developed and delivered in the future will be significant.

Our Vision

"A strong, vibrant and resilient Voluntary, Community, Faith and Social Enterprise sector that leads positive and impactful changes in Wirral"

Our Mission

"To be an organisation designed, developed and grown by its members to support the Voluntary, Community, Faith and Social Enterprise sector in Wirral"

The next phase in our development is to recruit a team of passionate, knowledgeable, energetic and committed people to ensure that we can deliver the four pillars of our work:

- Leadership & Advocacy
- Partnerships & Collaboration
- Capacity Building
- Volunteering



How To Apply

Send us a **CV and a Personal Statement** demonstrating why you believe you are the perfect candidate.

You should use the **Person Specification** to write a personal statement that helps us understand the knowledge, skills, experience and attitudes you would bring.

As an organisation we believe in equality, diversity, inclusion and personal development. If you don't meet all of the criteria but you still believe you would be great in this role, tell us why and what you would need to succeed.

When complete, applications should be emailed to recruitment@wcvs.org.uk

Shortlisted candidates will be invited to a formal interview – further instructions will be given in advance.

For further information at any point during the recruitment process, please email info@wcvs.org.uk and a member of the team will endeavour to answer your query.

We look forward to reading your application, good luck!

Role Description

Role Title:	Volunteer Wirral Programme Manager
Location:	Birkenhead
Hours:	37.5 per week
Terms:	Permanent
Salary	£36,787 + 3% workplace pension
Reporting To:	Chief Executive

Role Purpose

The Volunteering Programme Manager will play a vital role in the development and delivery of the Volunteering Wirral programme and will form a key part of the senior leadership team.

Supported by a Volunteer Co-ordinator and working closely with the Volunteer Managers Forum you will work to develop volunteering strategy bringing statutory partners from Health, Local Authority, Education and Employment services on the journey to create the best experiences for volunteers whatever their reason for volunteering.

The role requires a dynamic individual with a passion for people, with proven experience in volunteering, and the ability to collaborate effectively with a diverse range of stakeholders.

Key Responsibilities

- 1. Develop and evaluate strategies and policies that support volunteering**
 - a. Co-produce a Wirral Wide strategy with a range of volunteers and organisations that involve volunteers
 - b. Co-produce a common volunteering policy with a range of volunteers and organisations that involve volunteers
 - c. Co-produce structures, systems and procedures to support volunteering including the development and implementation of the Volunteering Wirral Passport
 - d. Work with partners to develop plans to meet strategic goals for volunteering in Wirral

- e. Develop methods and tools to evaluate both volunteers' contribution to strategic goals and volunteers' experience

2. Provide management support for volunteering programmes

- a. Work with our Communications and Engagement officer to promote the Volunteering Wirral brand and activity widely.
- b. Manage programme expenditure budget
- c. Organise events involving volunteers that both promote and celebrate volunteering in Wirral
- d. Work towards securing Volunteer Centre Quality Accreditation (VCQA) from NAVCA
- e. Lead and participate in strategic meetings regarding volunteering and ensure the voice of volunteers are heard
- f. Manage information and report to external agencies about volunteering activities

3. Stakeholder Engagement:

- a. Cultivate strong relationships with local VCFSE organisations, understanding the specific needs and challenges of volunteer involving organisations.
- b. Collaborate with partners, funders, and local authorities to ensure the programme's success and sustainability.
- c. Act as a representative of the organisation and, where needed, the sector in meetings, events, and networking opportunities.

4. Manage yourself, your relationships and your responsibilities

- a. Work with the Wirral CVS team to manage and continuously develop resources for volunteers and volunteer managers and volunteer involving organisations
- b. Manage and continuously develop your own and others' capacity for managing and supporting volunteers
- c. Develop productive working relationships with volunteers, volunteer managers and other stakeholders
- d. Develop and maintain effective partnership working to support, promote and develop volunteering in Wirral
- e. Identify, assess and control health and safety risks



5. Monitoring and Evaluation:

- a. Establish clear indicators to measure the success and impact of the Volunteering Programme.
- b. Conduct regular evaluations, collect feedback, and use data to inform ongoing improvements.
- c. Work with sector colleagues and other stakeholders to develop a data resource highlighting the impact of volunteering and disseminate this information locally, regionally and nationally as appropriate.