

Swamp Circus Trust Limited

Job Title:	Project Manager/Volunteer Co-ordinator
Salary:	£10.00 per hour. Salary will be reviewed annually on 1 July.
Hours of Work:	24 -30 hours per week, to be discussed at interview. Some evening and weekend work may be necessary to carry out the duties of this post. Time off in lieu may be allowed in respect of hours worked above basic hours, subject to prior agreement with your line manager
Location:	The company office, currently The Magna Centre, Sheffield Road, Templeborough, S60 1DX.
Responsible to:	Acting Company Manager, Board of Trustees
Responsible for:	Volunteers, ActiVate project, other projects as agreed.
Annual Leave:	Annual leave entitlement is 20 days (pro rata), in addition to statutory and public holidays. Leave runs from 1st January.
Pension Scheme:	There is currently no company pension scheme.

Objectives:

- To lead and take responsibility for the development and management of the company's volunteer programme.
- To build and deliver an annual programme of work for the company involving volunteers.
- To lead and take responsibility for other projects as necessary

Main Duties and Responsibilities:

- Recruitment of suitable volunteers to achieve targets for specific programmes, and recruitment of other volunteers as appropriate.
- Run induction programmes for new volunteers and provide on-going support and co-ordination for volunteers.
- Identify the needs of new and existing volunteers and how they fit with the company's needs and, together with appropriate members of staff, devise

programmes of work which fulfil those needs.

- Develop and implement a marketing plan for the volunteering programme ensuring that effective publicity and marketing materials are in place to promote the programme.
- Manage the overall budget for the volunteer programme, monitor expenditure and take action to adjust where necessary.
- Disburse volunteer expenses payment in a timely and accurate manner, following company procedures.
- Ensure that volunteers, where appropriate, have been registered with the Independent Safeguarding Authority and that a CRB Check is applied for.
- Seek sustainable funding for this post from a variety of sources, including grant funding, project funding and procurement.
- Seek and develop new opportunities and projects, including funding for them, that fall within the charitable aims of the company
- Lead and manage new projects as required.
- Ensure financial monitoring requirements are fulfilled.
- Raise invoices as appropriate to our project partners.
- Ensure project monitoring requirements are fulfilled.
- Support and represent the company in relevant meetings/ networking/ promotional events.
- Disseminate information regarding the company internally (including regular reports to Management Committee) and externally
- Produce reports/publications /presentations that can be shared in a variety of contexts, locally, regionally and nationally
- Attend management and company meetings and share decisions on the programme of work and development of policy and practice

Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Therefore, the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.

In addition to undertaking the duties as outlined above, the post holder will be expected to fully adhere to the following:

1. Equality

Act in accordance with the organisation's Equality Policy, which is designed to prevent discrimination of any kind, and ensure equality of opportunity is a key principle that is continually embraced.

2. Operational

Ensure that all duties are carried out in line with the organisation's health and safety, operational, performance management, personnel, data protection, and financial regulations policies and procedures.

3. Corporate Image

Adopt a professional image at all times.

4. Confidentiality

Maintain absolute confidentiality with regard to the organisation's information and procedures.