

Volunteer Manager

Full Time 35 hours per week (working hours)

Salary: £25,000 - £27,000 dependent on experience

Based at our Head Office in Warrington with home-based option available (minimum 2 days per month at head office and as pre-agreed)

Wheels for All is the National Accessible Cycling Charity, working to make cycling accessible to every person, on their own terms. Through our growing number of inclusive cycling hubs across England and Wales, Pedal Away and Bike Buddy initiatives, we have enabled many people to enjoy the benefits of cycling so far and are on a journey to upscale our delivery to reach many more.

We couldn't do what we do without our volunteers. Volunteers are the lifeblood of our charity. With a variety of roles offered, we attract a diverse range of enthusiastic individuals who help us deliver our services in their local area. We are seeking a very special Volunteer Manager who will coordinate and lead our volunteer services, overseeing the associated recruitment, support, training, management and retention processes.

You will ensure we are delivering a high-quality, consistent and enjoyable service whilst maintaining a rewarding and fulfilling relationship with those who join our volunteer journey in an engaging, effective, and efficient way.

Key skills needed for this exciting role: You will be a strong communicator with excellent and adaptable interpersonal skills in person, virtually, and in typed context. You will have significant experience of volunteer management (ideally on a large scale) and leading successful recruitment drives and delivery of high quality volunteer support, training and management.

A key element of this role will include working with the team to capture & monitor the impact of our volunteer services. You will work with our HQ and Regional Staff to deliver the volunteer strategy for 2022/23 which encompasses coordination and support of existing volunteers, recruitment and succession planning, and delivery of improved two way communication both from HQ and within the regions.

You should be competent on all Microsoft software, with a high level of accuracy and attention to detail when processing data ensuring compliance with the GDPR at all times.

Experience of managing databases, writing e-newsletters, managing mailing lists, coordinating and facilitating online meetings (with help from our team) is desirable. Training will be provided for the right candidate. In return we offer a competitive salary with 20 days annual leave (plus bank holidays) and pension.

You don't need to be a cyclist to apply for this role, but you do need to share our passion to deliver our services and enjoy making a difference to people's lives.

If this sounds like you then please request an application pack to recruiting@wheelsforall.org.uk. **Closing date for applications: 15th August with interviews being week commencing 22nd August 2022.**

Wheels For All is committed to achieving equity for all current and prospective employees. We do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We believe that an inclusive workplace, where people of different backgrounds work together, ensures better outcomes for all employees and the organisation as a whole. We therefore strongly encourage suitably experienced people from a wide range of backgrounds to apply.

Wheels for All

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