**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Volunteering Adviser |
| **LINE MANAGER** | Director of People and Safeguarding |
| **SALARY** | £31,500 (£25,200 pro-rata) |
| **HOURS** | 28 hours |
| **DURATION** | This is a fixed term contract for a part time role for 3 years. |
| **LOCATION** | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU, with a significant portion of time in parishes across the Diocese |

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| **JOB SUMMARY** |
| The role combines broad strategic elements to promote and sustain volunteering across the Diocese with practical advice and support to parishes on how to encourage, embed and increase the number and range of voluntary service. It is a highly relational role, relying on strong relationships being established across the Diocese and with community and commercial organisations. Whilst part of a team the role requires a degree of self-reliance and excellent organisational skills.  The volunteering strategy will include the development and implementation of plans relating to:   * Volunteering Leadership at local level * Volunteering systems and procedures * Doing this differently, responsively, with agility and creativity * Sharing learning across the Diocese * Volunteer journey and experience |

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| **KEY RELATIONSHIPS** |
| The Volunteering Adviser will work closely with Diocesan wide and local stakeholders, including:   * External Relations and Transformation teams * Clergy, other ministers and their serving teams * Diversity Equality, Inclusion and Racial Justice Teams * External stakeholders (e.g. volunteer bureaux, corporates) |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share and work in ways that uphold this commitment.

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| **MAIN RESPONSIBILITIES** |
| **VOLUNTEERING LEADERSHIP AND COMMUNICATIONS**   * Provide practical leadership on volunteering development and strategy implementation supporting, enabling and empowering all * Build and maintain excellent relationships with all stakeholders * Liaise with the Diocese Communications Team regarding the production and promotion of volunteering initiatives and news * Work with key stakeholders to produce and maintain an up-to-date library of template documents to support best practice * Establish and initially facilitate a peer support network for locally based volunteer leads to promote best practice and support Diocese wide learning * Design and deliver events that promote and celebrate the work and contribution of volunteers * Work with Diocese teams to ensure that Safeguarding, good governance and Inclusivity policies relating to volunteering are consistently promoted and adhered to * Provide reports and data to key stakeholders relating to volunteering and its impact |
| **VOLUNTEERING STRATEGY**  To develop and implement a volunteering strategy for the Diocese that transforms the volunteering model to meet the needs of parishes and to ensure long term sustainability, including:   * Diversifying volunteer roles, introducing flexibility, role-sharing, bite-sized volunteering, temporary/seasonal roles, work experience, corporate volunteering, family volunteering, etc * Diversifying the volunteer base so that it more accurately reflects the composition of local communities and promotes inclusion. * Ensuring ministers, volunteer managers and lead volunteers are confident and capable volunteer managers, encouraging and supporting parishes to try different ways of reaching and engaging volunteers, to ensure long-term sustainability including developing an attractive and rewarding volunteer experience * Ensuring volunteering systems and procedures are current and fit-for-purpose |
| **VOLUNTEERING BEST PRACTICE**   * Ensuring the Diocese’s volunteer management resources are current and in line with best practice, by linking into professional forums and attending relevant sector events, so that the Diocese volunteering model remains responsive to volunteering trends * Developing relationships with external organisations, to maximise the opportunities for a wide range of local people to get involved in volunteering and explore the potential for collaboration |
| **FINANCIAL**   * Liaise with the Line Manager and TCT Project Manager regarding budget management as appropriate * Research, make recommendations and support applications regarding opportunities for fundraising to support volunteering development and associated costs at parish level |

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| **VOLUNTEERING ADVISER PERSON SPECIFICATION**  To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. | | |
| Attributes | Essential | Desirable |
| Experience | * Significant experience of managing volunteers. * Significant experience of strategy development and implementation. * Experience of establishing and supporting a diverse volunteer workforce. | * Experience of working in an ecclesiastical setting. |
| Education/ Qualifications | * Good general education | * Management qualification |
| Skills/ Ability | * Strong leadership skills, able to sensitively engage with and motivate a wide variety of stakeholders. * Excellent verbal and written communication skills, with the ability to present and explain to different audiences and understand and capture what people are saying. * Good IT skills. Competent in Microsoft 365 and Databases. * Able to collate, and analyse data, and produce and present reports for various audiences |  |
| Personal | * An understanding of, and respect for, the Christian faith and comfortable working on behalf of the Diocese of Bristol * Ability to establish and maintain positive relationships with, and enthuse, people from diverse backgrounds. * Understanding and good judgement with regard to the political and personal sensitivities that can arise when working in communities. * Commitment to working in an inclusive way with people from a variety of backgrounds. * Able to use initiative in prioritising workload, and developing solutions, without close direction. * Self-motivated, with an energetic and proactive approach to delivery. * A sense of responsibility and commitment to delivering work of consistently high quality. * A team-player, with resilience and enthusiasm, and a willingness to work collaboratively and flexibility with colleagues. * Organised approach with the ability to set up and implement robust systems. * Willingness to work occasional unsociable hours, i.e. evenings and weekends |  |

**Date:** November 2024