

Job Specification – Head of Volunteering

Reports to: Chief Executive Officer

Location: London, with some regional travel required

Salary: £40,000 – 45,000 based on experience

Hours: Full time; 35 hours a week. Evening work often required to support with events and volunteer training.

Contract type: Permanent

About Diversity Role Models

Diversity Role Models is a dynamic charity whose vision is a world where everyone embraces diversity and can thrive. Our mission is to end bullying based on sexual orientation and gender in schools and promote understanding and acceptance of broader individual differences. Collaboratively, we're determined to create inclusive learning environments where young people know they are valued and supported, regardless of their differences.

Our experienced team of educators and inspiring volunteer Role Models deliver in-person and online workshops for young people in schools and colleges. Using pioneering educational content underpinned by the power of storytelling, we speak openly about lived experiences of difference and bullying. Our volunteer Role Models are at the heart of our delivery. They share their journeys towards living happy and fulfilling lives to inspire others,

Since our formation in 2011, we have worked directly with 1,000+ schools in the UK. We have delivered workshops to over 200,000 young people and trained 24,000+ school staff members. Our workshops have a positive impact young people.

Job Description

We're seeking a passionate and dedicated Head of Volunteering to lead our vibrant community of volunteers. At Diversity Role Models, volunteer role models and facilitators play a crucial part in delivering our educational services and promoting our mission. As Head of Volunteering, you'll be responsible for nurturing existing volunteer relationships, attracting new volunteers, and ensuring that every volunteer has a rewarding and impactful experience with us.

Key Responsibilities

1. **Building Relationships:** Foster positive relationships with our diverse pool of volunteers, providing support and guidance throughout their journey with Diversity Role Models. Your warmth and empathy will ensure that every volunteer feels valued and appreciated.

2. **Strategy and Development:** Develop and implement a comprehensive volunteer strategy to enhance volunteer engagement, retention, and impact. By continuously improving our volunteer experience, we'll empower volunteers to deliver high-quality services to our beneficiaries.
3. **Training and Support:** Coordinate volunteer onboarding, training, and continuing education to develop volunteers' skills and confidence. Your support will enable volunteers to thrive in their roles and make a meaningful difference in the lives of others.
4. **Safeguarding Compliance:** Support our Safeguarding Team as Deputy Safeguarding Lead, ensuring that all volunteers adhere to our safeguarding policies and procedures. Your commitment to safeguarding the welfare and wellbeing of children will help us maintain a safe and nurturing environment for all.
5. **Communication and Promotion:** Serve as the primary point of contact for volunteers, providing clear and effective communication via various channels. Your passion for our mission will inspire others to join our cause, leading to increased volunteer recruitment and engagement.
6. **Connecting and Collaborating:** Work closely with all team members and other stakeholders to make sure our interactions and collaborations with volunteers are consistent and efficient. By working together effectively, we'll achieve our goals faster and with greater impact.
7. **Supporting Change:** Help all team members and stakeholders adapt to new processes and procedures by providing guidance, training, and resources. Your support will make it easier for us to embrace positive changes and keep moving forward, increasing our impact every year.
8. **Measuring Success:** Establish key performance indicators (KPIs) to track the effectiveness of our volunteering programmes. Your reports will help us see what's working well and where we can improve.
9. **Recruitment Coordination:** Lead volunteer recruitment efforts and coordinate volunteer support at Diversity Role Models events and campaigns. Your organisational skills will ensure smooth and successful events that promote our message of inclusivity and diversity.
10. **Always Improving:** Foster a culture of continuous improvement by seeking feedback and making adjustments along the way. By learning from our experiences, we'll keep getting better at what we do.
11. **Modelling Our Values:** Lead by example and uphold the values of Diversity Role Models. Your dedication to diversity, inclusivity, and compassion will inspire others to do the same.

Flexibility and Collaboration: While the accountabilities outlined above are important, we understand that flexibility is key in a dynamic work environment. We're a close-knit team, and we're always ready to pitch in and support each other wherever needed.

Equal Opportunities

Diversity Role Models is dedicated to promoting diversity, inclusion, and equality in all aspects of our work. We believe that embracing individual differences enriches our organisation and enhances our ability to achieve our mission.

We are committed to creating a workplace where all employees, volunteers, and stakeholders feel valued, respected, and empowered to contribute their unique perspectives. Discrimination or harassment of any kind, including but not limited to race, ethnicity, gender identity, age, sexual orientation, disability, religion, or any other protected characteristic, will not be tolerated.

In line with our values, we actively encourage applications from individuals of all backgrounds and identities. We believe that diversity strengthens our team and enables us to better serve the communities we work with.

We are committed to ensuring that our recruitment processes are fair, transparent, and accessible to all. Reasonable adjustments will be provided to candidates with disabilities throughout the recruitment process upon request.

As an organisation, we continuously strive to foster an inclusive culture that celebrates diversity and empowers everyone to reach their full potential. We welcome feedback on how we can further improve our practices to better support equality of opportunity for all.

By joining Diversity Role Models, you are joining a community that values diversity, promotes inclusivity, and is dedicated to creating positive change in the world.

Safeguarding

The welfare of children and vulnerable adults is paramount to Diversity Role Models, and we are dedicated to ensuring their safety and protection. We adhere to strict safeguarding policies and procedures.

Join Our Team

If you're passionate about making a difference and supporting our mission of inclusivity and diversity, we'd love to hear from you. Join us in creating a world where everyone can thrive!

Colleague Benefits

- Generous annual leave allowance
- Employer's contributory pension scheme
- Employee Assistance Program
- Smart health private GP appointment system
- Life insurance/long-term sickness cover
- Retail discount portal
- Two paid volunteering days annually
- Flexible working arrangements to support work/life balance
- Informal dress code
- Central London office location in Soho