



Volunteer Manager (Female)

Do you want to help One25's volunteers support some of Bristol's most vulnerable women? Are you passionate about the power and benefits of volunteering? If you are a people person who could motivate, organise and enable our volunteers you could be our new Volunteer Manager.

'This is a job I whole-heartedly recommend and will miss. It's a wonderful opportunity to work with such dedicated staff and volunteers for the women and vision of this incredible charity.'

Amelia – current post holder

We have over 100 volunteers who form a vital part of our team, supporting staff in all areas of One25's work. The Volunteer Manager will be responsible for ensuring that we have a sufficient number of skilled volunteers to support our operations (outreach, drop-in, Peony, organisation support team and fundraising), and managing all volunteer recruitment, induction, supervision, support and training. She will ensure all volunteer activities are accurately recorded and reported; be responsible for all volunteer communications; update volunteer information on the One25 website; and manage any volunteer initiatives such as Volunteer Week. She will report to the Operations Manager.

The post-holder must be an excellent team player and able to build and maintain relationships with a diverse range of people. She will have strong administration skills, be organised, sensitive, pro-active, confident, and have experience of volunteering and working with volunteers.

One25 is a Bristol based, registered charity (No. 1062391) with a Christian ethos providing services for women trapped in street sex-work and those who are building positive new lives away from the streets.

It is an Occupational Requirement that applications for this post are open to women only, as permitted under Schedule 9, Part 1, of the Equality Act 2010. Enhanced DBS disclosure will be required. We particularly encourage applications from Black, Asian and Minority Ethnic (BAME) candidates, as these groups are underrepresented in our workforce.

Hours: 37.5 hours per week, over five days Monday to Friday, to include occasional evening commitments for which time off in lieu will be given.

Salary: £29,161

For further details and an application form

Email: jobs@one25.org.uk

Tel: 0117 909 4387

Post: The Executive Assistant, One25 Limited, The Grosvenor Centre, 138a Grosvenor Road, St Pauls, Bristol, BS2 8YA

Closing Date: 9am, Friday 14 August 2020

Interviews: Monday 24 August 2020

Expected Start: As soon as possible