Job Title: Volunteer Manager

Location: [insert location]

Salary: [insert salary]

Hours: [insert hours]

We are seeking a highly motivated and experienced Volunteer Manager to join our team at [insert charity name]. As the Volunteer Manager, you will be responsible for overseeing our team of volunteers and ensuring that they are effectively recruited, trained, and supported to help us achieve our mission and make a positive impact on the community.

Key Responsibilities:

* Developing and implementing strategies to recruit, retain, and manage volunteers
* Identifying and matching volunteers to suitable roles based on their skills, interests, and availability
* Providing training and ongoing support to volunteers, ensuring they have the knowledge and skills they need to excel in their roles
* Managing volunteer databases and records, ensuring accurate record-keeping and compliance with legal and regulatory requirements
* Monitoring and evaluating volunteer performance and providing feedback and support as needed
* Developing and implementing policies and procedures for volunteer management, ensuring compliance with relevant legislation and best practice
* Working closely with staff and other stakeholders to ensure that volunteers are integrated into the organization and their contributions are valued and recognized

Skills and Experience:

* Previous experience in volunteer management or a related field, preferably in a charity or non-profit organization
* Excellent communication and interpersonal skills, with the ability to work effectively with a diverse range of people
* Strong leadership and management skills, with the ability to motivate and engage volunteers and staff
* Experience in developing and implementing successful volunteer recruitment and retention strategies
* Familiarity with volunteer databases and other software tools for volunteer management
* A passion for the mission and values of the charity

We offer a competitive salary and benefits package, as well as opportunities for career growth and development within our organization. If you are a self-motivated and results-oriented individual with a commitment to making a positive impact, we would love to hear from you.

To apply, please send your CV and a cover letter to [insert contact details].