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**Candidate Information**

**Volunteering Strategic Project Manager**

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| **Salary:** | Grade I: £41,738 per annum pro rata |
| **Hours:** | 30 hours per week    We are very happy to discuss working hours to suit individual circumstances. |
| **Contract:** | Permanent |
| **Disclosure:** | Enhanced DBS/PVG Scheme/AccessNI is not required. |
| **Base:** | Nearest Sustrans Hub with the ability to work from home. |
| **Travel:** | This role will not involve regular travel. We may occasionally need you to travel during the course of your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Where this role seats in the structure:**

Reporting into the Head of Volunteering

This role has line management responsibility for initially four team members.

Internally working closely with Sustrans-wide volunteering team, Volunteer Development Network, Heads of Behaviour Change, Communication officers, volunteers, IT and Systems, Directors and Volunteers.

Externally working closely with Partner Agencies, Public and voluntary stakeholder groups, Potential funders, Civic society.

**Job Description - About the Role**

**Overview**

The Volunteering Strategic Project Management Lead will play a critical role in leading UK-wide teams in shaping and implementing volunteering projects. These will have Equity Diversity and Inclusion strongly embedded.

Directly line managing the England Volunteering Development Officers, the post holder will lead on strategic oversight for volunteering across England. Working collaboratively-0led with colleagues and teams to ensure volunteering is impact-led and meets both the organisational and local needs.

We are at a pivotal point entering the 4th year of delivering our five-year volunteering strategy ([Click here](https://www.sustrans.org.uk/media/8988/sustrans-volunteering-five-year-strategy-summary.pdf) to know more about our strategy). The post will ensure continued momentum across our successful IT and digital transformational developments.

**Key responsibilities**

**Delivery of projects and services:**

Inspire, lead and influence colleagues to integrate volunteering across Sustrans, as a core part of how we work. Associated areas of work include:

* Be a professional lead for volunteers’ services, providing expert advice and support to Volunteer Development Officers and all other teams involving volunteers.
* Lead the development, implementation and tracking of multiple strategic, impact-led volunteering projects and programmes, e.g. working with the Corporate Fundraising Partnerships Manager to develop the volunteering corporate approaches.
* Provide strategic oversight and leadership for volunteering across England. ensuring this is aligned to both organizational and regional priorities, building strong stakeholder relationships.
* Lead the re-stabilisation of the volunteering team, following significant changes to the structure.
* Oversee the management and development of the IT and digital systems which support volunteering.
* Lead on co-developing a voluntary advisory framework, amplifying the voice of volunteers.
* Lead the delivery and embedding of the Volunteering For Everyone action plan.
* Working with the Head of Volunteering to build and maintain good working relationships with other organisations involved in volunteer engagement as appropriate.
* Deputise for the Head of Volunteering as required.

**People Management responsibilities**

* Lead, inspire, develop and coach direct reports by setting clear objectives, providing on-going support and monitoring performance to maximise their potential.
* Lead the Volunteering Development team through the transition to the new structure, ensuring colleagues are clear on new roles and responsibilities, supporting the team to improve processes, systems and engagement to be more effective, efficient and impact-led.

**Business development**

* Participate in bid writing for projects at the direction of the Head of Volunteering
* Lead and inspire the development of business opportunities.

**Health and safety, safeguarding and inclusion:**

* Manage and develop Sustrans policy, processes and procedures to ensure the volunteering practice is delivered in compliance with Data protection, Health and Safety and Safeguarding law and legislation.

**Networks**:

* Convene the Volunteer Network and ensure a collaborative approach to the development of Sustrans volunteering and implementation of the strategy is applied across the UK

**Person Specification**

The following criteria sets out the skills, knowledge and experience which will be assessed against at both application and interview stages. You should use the selected criteria as a guide to convey the evidence of your experience in these areas on your application form.

Our website has a useful guide about how to make a great job application to help you.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Substantial experience of volunteering project and programme creation, initiation, management and delivery to time budget | ü | ü |
| Experience of managing a team through a period of transition and changes to working practices | ü | ü |
| Demonstrable success in leading and delivering multiple projects and quality strategy implementation within volunteering or community-based activity | ü | ü |
| Instigating and leading the drafting of funding bids |  |  |
| Delivering inclusion and diversity initiatives with impact | ü | ü |
| **Skills and Abilities** |  |  |
| Ability to demonstrate influential relationship building |  |  |
| Ability to demonstrate an inspirational, solutions-led approach to achieving change, with a commitment to creativity, innovation and the delivery of high quality products. |  | ü |
| Ability to inspire and create strong working relationships with people from a diverse range of backgrounds |  | ü |
| Excellent written and influential verbal communications skills |  |  |
| Strong digital systems skills with ability to lead on transformational development of the volunteering engagement platform |  | ü |
| Strong facilitation skills |  |  |
| Leading, inspiring, motivating and developing a team | ü | ü |
| Ability to prioritise and manage workload to achieve set targets on time |  | ü |
| Experience of Microsoft packages. |  |  |
| **Specific knowledge required** |  |  |
| A deep and comprehensive understanding of contemporary best practice in volunteering | ü | ü |
| Understanding of leading and delivering projects within an established project management framework |  | ü |
| Knowledge of volunteer digital systems | ü |  |
| A comprehensive understanding of the benefits of sustainable transport |  |  |

 This document does not form part of the contract of employment but does outline our expectations. If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.

* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.

* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.

* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.

* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).

* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.

* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.

* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.

* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.