



Volunteer Development Manager

**Salary: NJC Senior Officer 2 Scp 26-28 £30,451 (pro-rata)
plus 3% pension contribution
22.5 hours per week**

Do you have what it takes to take on an exciting opportunity to reshape and develop the Volunteer Centre as a critical part of the Community Links Bromley (CLB) offer. Although 3 days initially, we will be fundraising to make this a full-time post with appropriate paid support. So, it is important to us that the new Volunteer Development Manager is able to contribute to the design of the new enlarged service for volunteering and the community.

CLB is the integrated Council for Voluntary Service and Volunteer Centre covering the London Borough of Bromley. We work with a wide range of voluntary, community and social enterprise organisations to provide strategic representation, advice and guidance, and training support.

The Volunteering Development Manager will have a key management role. Reporting to the Chief Executive, you will manage and develop the Volunteer Centre, ensuring that a high-quality service is provided to communities across the Borough. This includes the co-ordination and delivery of the volunteering support services of the Volunteer Centre, including on-line, face to face and business sector volunteering brokerage; promotion of the service to the Voluntary and Community Sector, including outreach; development of good practice in working alongside volunteers across the sector, including the coordination of a volunteer coordinators' forum.

The post holder will also be required to work with local communities and local business/employers to identify new sources of volunteers.

For further information and an application form email alex@communitylinksbromley.org.uk or call 020 8315 1902.

Deadline for applications: Monday 28 March 2022

Interviews: Week beg. 4 April 2022 Anticipated interview dated 7/8 April 2022