

Job title: Volunteer Development Manager

Location: Bromley, London

Hours: 30 hours per week (*potential to increase subject to funding*)

Salary: NJC SO1 SCP 23–25 – £34,434 (*pro-rata*)

Contract: Permanent (*subject to 3-month probation*)

Annual Leave: 20 days + bank holidays

Reporting to: Chief Executive

About Community Links Bromley

We are the leading infrastructure organisation supporting the voluntary, community, and social enterprise (VCSE) sector in Bromley. Our Volunteer Centre plays a vital role in connecting individuals and organisations, promoting volunteering, and building stronger communities.

The Role

We're looking for a passionate and strategic **Volunteer Development Manager** to lead and grow our Volunteer Centre. You'll manage a small team and work closely with the Chief Executive to deliver high-quality volunteering services across the borough.

This is a fantastic opportunity to shape the future of volunteering in Bromley, working with local communities, businesses, and voluntary organisations.

Key Responsibilities

- **Strategic Leadership:** Manage and develop the Volunteer Centre, identifying service gaps and creating new projects.
 - **Promotion & Engagement:** Champion volunteering across Bromley, with a focus on young people and underrepresented groups.
 - **Volunteer Support & Brokerage:** Coordinate online, telephone, and face-to-face support services.
 - **Training & Capacity Building:** Deliver training on volunteer management and best practices.
 - **Partnerships & Contracts:** Maintain strong relationships with stakeholders and manage relevant contracts.
 - **Monitoring & Reporting:** Provide regular updates to the CEO, trustees, and funders.
 - **Advocacy:** Represent Community Links Bromley at events and forums.
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Person Specification

Essential Skills & Experience:

- Minimum 3 years' experience managing volunteering projects
- Strong communication and digital skills
- Experience in partnership working and volunteer supervision
- Knowledge of safeguarding and governance in the voluntary sector
- Commitment to equality, diversity, and anti-discriminatory practice

Desirable:

- Graduate-level education or equivalent
 - Experience securing external funding
 - Knowledge of organisational development in the VCSE sector
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Why Work With Us?

- Be part of a passionate team making a real impact
 - Lead innovative projects that empower communities
 - Flexible working hours and supportive environment
 - Opportunities for professional development
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How to Apply

Please note that we do not accept **CVs. This post is by application only:**

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

Closing Date: Monday 27 October 2025

Interviews: w/c 10 November 2025