###### A picture containing icon Description automatically generatedGroundwork London Job Description

Job Title: Volunteering Barnet Project Manager

**Responsible to:** Programme Manager, Barnet

Responsible for: Coordinators, Officers and volunteers as required

Location: Volunteering Barnet and Groundwork London offices as required

## Job Background:

Volunteering Barnet is the accredited volunteer centre in the London Borough of Barnet. Our aim is to unite volunteers and organisations to strengthen the community we support and promote all aspects of volunteering. Volunteering Barnet are part of Barnet Together Partnership and the Barnet Together Alliance with the Council. Barnet Together is a collaboration between Inclusion Barnet, Volunteering Barnet and the Young Barnet Foundation. Collaboratively we provide quality training, volunteering support and provide vital resources and advice for Barnet’s community organisations.

The Volunteering Barnet Project Manager will be responsible for the management, delivery and monitoring of Volunteering Barnet and work with Barnet Together partners to align our services.

## Main Objectives:

* Embed Volunteering Barnet project work into the Barnet Together partnership and build the profile of Volunteering Barnet in the Voluntary, Community, Faith and Social Enterprise (VCFSE) sector
* Project manage Volunteering Barnet, focusing on aligning delivery to the Barnet Volunteering Strategy, quality of service and Barnet Together objectives
* Lead monitoring, evaluation and reporting for the Volunteering Service
* Line manage and lead the Volunteering Barnet team within the Borough
* Lead training and capacity building support with Volunteer Involving Organisations (VIOs) in Barnet
* Lead the development and delivery of Volunteering Barnet’s training offer to VIOs, incorporating online and face-to-face training programmes and resource creation
* Oversee and support the recruitment and brokerage of volunteers into volunteering opportunities in the London Borough of Barnet
* Lead and keep current volunteer management best practice in line with industry standards and share and implement innovation and best practice solutions for the Service
* Contribute to the Groundwork Barnet internal working group to ensure strong communication and referral pathways between teams and Barnet Together

## Key Tasks & Responsibilities:

1. Project strategy and management

* Lead the management, planning and implementation of Volunteering Barnet, including alignment of delivery plan to the Barnet Volunteering Strategy working with Barnet Together Partners to ensure our work aligns
* Manage project budgets and financial analysis / reporting, ensuring that all systems and processes are adhered to. Utilise Groundwork London PIMS (Project Information Management System) to set, monitor and manage project budgets, according to the administrative and reporting needs of funding bodies
* Design and implement project delivery plans, with regular reviews / assessments undertaken
* Design and implement the Volunteering Barnet project monitoring, evaluation and learning framework, including tracking of delivery targets, evaluative data collection and analysis
* Adopt regular team service reviews to assess project performance. Lead project forward planning to respond to changing priorities, evaluation data analysis and Barnet Together strategy
* Oversee project staff teams, including division of responsibilities and tasks
* Manage client / funder relationships, including report production and meeting attendance
* Ensure GDPR data management procedures are adopted for all personal and sensitive data collection and sharing

1. Service delivery

* Lead the management, planning and implementation of Volunteering Barnet, including the following work streams:
  + Barnet Volunteering Strategy implementation
  + Volunteer outreach
  + Volunteer registration to placement
* Volunteer opportunities development (diversity)
  + Volunteer recognition
* Develop and deliver the Volunteering Barnet VIO training and capacity building work-stream:
  + Develop and facilitate Volunteering Barnet’s training offer for VIO’s to reflect industry best practise, incorporating online and face-to-face training options
  + Prepare training resources and templates linked to training and volunteer management best practise
  + Oversee and support the delivery of one to one VIO volunteer management capacity building training
* Oversee and support the recruitment and brokerage of volunteers into volunteering opportunities in the London Borough of Barnet. Support team members to deliver:
  + Volunteer registration follow up processes
  + Coordinate project communication channels, including phone, email and face to face delivery
  + Data administration tasks
  + Ensure service response times are met by delivering procedures for registration of volunteers, volunteer opportunities, organisations, and volunteer groups
* Ensure high quality delivery of all services offered by Volunteering Barnet
* Manage and coordinate the use of the Volunteering Barnet online brokerage platform
* Embed innovation and industry best practise into Volunteer Barnet delivery plan
* Lead and coordinate the team to deliver volunteer recognition activities
* Oversee Volunteering Barnet communications and campaigns, such as Volunteers’ Week
* Oversee project communication channels, including website, email and telephone. Work with Communications Officer to design and deliver service communications, including web, social media, printed media and newsletter content
* Ensure good practice in the Health & Safety and wellbeing of staff, participants and volunteers involved in the programme

1. Partnership working

* Actively contribute to Barnet Together Partnership. Align Volunteering Barnet with wider Barnet Together delivery teams
* Attend and represent Volunteering Barnet and other contracts at relevant Barnet Together meetings
* Attend selected Barnet strategic groups to represent and build profile of Volunteering Barnet and other contracts
* Develop working pathways between services and Barnet Together Partners, The Barnet Together Alliance and contribute to Barnet Together planning across the year
* Working with the Barnet Project Manager ensure the whole team understand, represent and promote Volunteering Barnet and Barnet Together at events and meetings across the borough and promote wider Groundwork projects
* Lead and maintain the development of new Partnerships with the voluntary and community sector
* Lead the Barnet Liaison group meetings and work streams
* Provide support in attendance at service industry meetings, such as the London Plus Volunteer Centre Network meetings and NCVO meetings

1. Recruitment and management of staff

* Provide assistance in the recruitment of staff and volunteers
* Line-manage team members and volunteers, developing and monitoring the performance and capacity of staff

1. Organisational development

* Facilitate the sharing of best practice across the Volunteer Services’ team
* Attend Groundwork London Volunteer Management Advisory Group
* Contribute to the Groundwork Barnet internal working group to ensure strong communication and referral pathways between teams
* Support Groundwork Community Operations Manager in ensuring volunteer management best practise is adopted across the organisation
* Inform and support Groundwork London volunteer management policy, and assist in maintaining, Volunteer Centre and Investors in Volunteers' accreditations
* Support the development of new projects and/or services by actively identifying development opportunities, and taking the initiative in developing new projects and/or services in liaison with the public, private, voluntary and community sectors

## Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Executive Team
* Work with due regard for Groundwork’s core values and objectives
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities and Health and Safety policies and procedures
* All staff, the Board and volunteers will actively support, in their daily operations and duties, Groundwork London’s Environmental Management System

## Personal & Professional Development

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and direct line staff
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the Trust’s training and development programme

**May 2025**

**Person Specification – Volunteering Barnet, Project Manager**

**Note to Applicant:** When completing your application form, you should demonstrate/evidence your experience, knowledge, skills & education in your application based on this criteria for the post.

| **Criteria** | | **Essential or Desirable** | **Application form** | **Interview** | **Task or**  **Portfolio** | **Certificates or Qualifications** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Proven experience in one of the following fields or related disciplines community, health or volunteering | **E** | **✓** | **✓** |  |  |
| 2 | Experience in the management, coordination and delivery of a range of complex projects | **E** | **✓** | **✓** |  |  |
| 3 | Strong team leadership, coordination and person management skills | **E** | **✓** | **✓** |  |  |
| 4 | Sound understanding of volunteer management policy and best practice, including delivery of training in this topic | **E** | **✓** | **✓** | **✓** |  |
| 5 | Committed to volunteering with current/previous volunteering experience | **E** | **✓** | **✓** |  |  |
| 6 | Experience of planning and facilitating group training and/or workshops, including accompanying training resources | **E** | **✓** | **✓** | **✓** |  |
| 7 | Experience of M&E framework design and implementation, including funder reporting | **E** | **✓** | **✓** |  |  |
| 8 | Experience working with Voluntary, Community, Faith, Social Enterprise and Health sectors. (Experience working with these sectors in Barnet Desirable) | **E** | **✓** | **✓** |  |  |
| 9 | Excellent interpersonal, written and oral communication skills | **E** | **✓** | **✓** |  |  |
| 10 | Proven ability to project manage, plan and deliver projects on time and in budget | **E** | **✓** | **✓** |  |  |
| 11 | Excellent networking and liaison skills and the ability to develop and maintain a range of high level partnerships and working relationships with key external stakeholders and partners | **E** | **✓** | **✓** |  |  |
| 12 | Ability to think ahead, analyse opportunities and propose solutions to challenges | **E** | **✓** | **✓** |  |  |
| 13 | Ability to work under own initiative, including effective prioritisation of tasks and ability to work to agreed aims and objectives both individually and as part of the team | **E** | **✓** | **✓** |  |  |
| 14 | Sound MS Office application, internet, email, social media and experience of working with CRM databases | **E** | **✓** | **✓** |  |  |
| 15 | Proven ability to provide support, advice, direction and motivation for operational staff, including those who do not report directly to the role | **E** | **✓** | **✓** |  |  |
| 16 | Lived experience of disability | **D** | **✓** | **✓** |  |  |
| 17 | Knowledge and understanding of General Data Protection Regulations 2018 to manage and store personal and sensitive personal data | **E** | **✓** | **✓** |  |  |
| 18 | Commitment to Groundwork London’s safeguarding procedure and Equity, diversity and inclusion in practice in the workplace and across communities. | **E** | **✓** | **✓** |  |  |
| 19 | Willingness and ability to be flexible in work patterns and to fulfil occasional evening and weekend duties | **E** | **✓** | **✓** |  |  |