

Volunteering Development Manager

- Location: Coventry + home, with regular travel across Warwickshire
- Status: Permanent, full time
- Salary: £32,413 per annum
- Closing Date: 25th June 2023
- Interview Date: week commencing 3rd July 2023

BECOME PART OF The Myton Team and help us to make a difference...

We have over 800 amazing volunteers and without them our work wouldn't be possible! To support the further engagement of volunteering across our charity and help us to generate essential income through our retail outlets, we are recruiting a full time Volunteering Development Manager to join our team.

About the role

The Volunteering Development Manager role will involve managing projects across the charity with a volunteering focus, such as:

- Reward and recognition activities for volunteers
- Developing volunteer engagement opportunities
- Introducing new roles and ways for volunteers to donate their time to Myton

You will hold responsibility for supporting our 24 Shop Managers and other Retail staff in recruiting, developing, engaging and retaining volunteers across our retail estate, including leading on the volunteering element of new shop openings. You will also support our eCommerce activities and events, ensuring a positive volunteering experience.

About you

We would love to hear from you if you have:

- Working knowledge of volunteering best practice
- Experience of recruiting, managing and supporting volunteers
- Experience of supporting line managers to engage fully with their workforce
- Evidence of successful project management and delivery in a charity sector environment

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Other roles you may have experience of could include: Volunteering Manager; Volunteer Coordinator; Volunteer Manager; Volunteering Coordinator.

Benefits of working at Myton

Myton is an amazing place to work, where the role every person plays has a positive impact for our patients, living with terminal illnesses, and their families. In recognition of this, we offer a wide range of employee benefits, including:

- ✿ Free on-site parking at our hospices
- ✿ Winter savings plan
- ✿ NHS Blue Light Card discount scheme
- ✿ Employee assistance programme and mental health first aiders
- ✿ Free eye tests
- ✿ Death in service benefit
- ✿ Free feminine hygiene products
- ✿ Subsidised meals and complementary drinks

About The Myton Hospices

The Myton Hospices is an organisation at the forefront of palliative and end of life care across Coventry and Warwickshire and with a national profile. We have 3 hospices, 2 inpatient units and an ever developing range of outpatient and community based services.

We have over 300 staff and almost 1000 volunteers who are committed to improving the quality of life for patients and their families. Our people are central to the success of our palliative care services, fundraising, support teams and extensive retail footprint. We are a much loved and well supported charity, at the heart of our community.

We are committed to building an inclusive workplace and encourage everyone to bring their true selves to work. However you identify, and whatever background you bring with you, we welcome you to apply. If there are any adjustments that would help improve your experience with Myton, we encourage you to share this with us.

We particularly welcome applications from people with disabilities and Black, Asian and Minority Ethnic (BAME) candidates who are currently under-represented in our hospices. We also believe our interview process should be inclusive and transparent. If there is anything missing, or a way we can improve, please do let us know.

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How to apply

For an informal conversation about the role, please contact Caroline Dukulay, Head of Volunteering, by email at Caroline.Dukulay@mytonhospice.org

Please visit the Myton website to see a full job description and person specification and to apply: <https://www.mytonhospice.org/job-vacancy/volunteering-development-manager/>

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