



ROLE PROFILE

STRATEGIC VOLUNTEERING LEAD



ROLE PROFILE

POST:

Strategic Volunteer Lead

SALARY:

£32,500 to £37,000 0.8 FTE (dependent upon experience)

CONTRACT:

30 hours per week (0.8 FTE) on an 18-month Fixed term contract, salary pro-rata. Hours can be worked flexibly - working pattern to be agreed at point of role offer.

LOCATION:

Home-based with travel (across North West England & London) (home location within reasonable commutable distance of Youth Zones in North-West, West Midlands or London). OnSide's Bolton and London offices can also be used as a working base, if preferred.

REPORTING TO:

Director of Network and Engagement

BENEFITS:

Agile working with flexibility in working hours; 25 days annual leave (calculated pro-rata) rising to a maximum of 30 days; birthday leave, additional annual leave purchase scheme; company matched pension; company sick, maternity, paternity & adoption pay; Employee Assistance Programme, active and engaged networks to join (including Equity, Diversity & Inclusion) and access to Charity Worker discounts.



OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

As an equal opportunities employer, we welcome applications from under-represented groups; in particular from Black, Asian, Mixed Race & other ethnically diverse individuals, people with disabilities, and members of LGBTQ+ communities. Our dedicated ED&I Group, with support from the Senior Leadership Team, is actively promoting and advancing diversity and inclusion at OnSide, ensuring a culture where everyone can be themselves and thrive.

ABOUT ONSIDE

Potential is everywhere. In every home on every street, from affluent suburbs to inner-city estates. The difference is that some young people get every opportunity to explore their potential. Others don't.

We're OnSide, a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them.

We fund and build state-of-the-art, multimillion-pound Youth Zones in the country's most economically disadvantaged areas. We train the amazing people that run them. We offer continuing support via the nationwide OnSide Network, where they can learn and grow, share their stories and celebrate their success together.

These are brand new, purpose-built spaces fizzing with energy, and crammed with incredible facilities. They are staffed by skilled and dedicated youth workers who truly believe in young people - helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it. This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive.

It's inspiring. It's empowering. And it works.

We know it works because we've been doing it for over a decade and we're in this for the long term. Every new Youth Zone is built on the know-how of the last. Every success story writes the first chapter of the next. And we're just getting started.

This is passionate, properly funded youth provision, with no ifs or buts. A unique partnership between young people and their community, local authorities and private business leadership, and a growing movement of supporters who believe that how we treat the next generation defines who we are as a society.

Because when we really invest in young people, we all benefit - from who they are now, everything they might become and achieve, and everyone they might touch and inspire. All they need is the chance to shine - an environment where they can be their best selves - and you just watch them go.

It's about opportunity.

THE ROLE

OnSide continues to provide support to the Youth Zones beyond the point of opening, to ensure a solid base for a healthy future. As a pioneering and growing charity, it is paramount that we have a clear and robust volunteer strategy, recognising and rewarding the huge benefits a volunteer workforce brings.

This is a unique role, ideal for someone who has experience of volunteer recruitment and support processes, developing strategies and working collaboratively, together with a desire to work for an innovative, young person-centred organisation.

We are seeking a Volunteer Development Manager who can pro-actively support the Youth Zones to enhance their volunteer offer and continue to bring consistency and support to the whole Youth Zone network. The Volunteer Development Manager will

hold overall responsibility for the volunteer strategy at multiple Youth Zones across the country to improve and enhance volunteer recruitment, retention and engagement. This will include adopting a hands-on approach to coaching individual Volunteer Managers to get the very best from their volunteer programme.

The post will also be responsible for promoting a positive culture of volunteering across the Network through engaging with and influencing Youth Zone senior leadership teams. This will include support and delivery of workshops, proactively focusing discussions to result in strategic commitment to volunteering.

As well as working with the Youth Zones, the post holder will also support OnSide and the Network with general volunteering advice and guidance, promoting best practice.

JOB DESCRIPTION

KEY RESPONSIBILITIES

Work with Youth Zone senior leadership teams and Volunteer Managers to implement and embed a new Network Volunteering Strategy. Facilitate workshops and strategy planning sessions on volunteering and run 6 monthly check-ins

Support new CEOs and their senior leadership teams, Heads of Openings and Openings Managers when opening new Youth Zones. Helping them to develop strategic commitment to volunteering, building a strong volunteering team and ensuring consistency from the very beginning.

Coach and support local Volunteer Managers to lead volunteering strategies in their Youth Zones, providing advice and guidance on best practice and signposting towards Network resources available.

Implement and maintain a new system (Volunteero) for volunteer management in the Network, providing training and support to Youth Zones, calculating the monthly recharge to Youth Zones based on license numbers and managing the relationship with Volunteero itself.

Help Youth Zones recruit, induct, train and support new Volunteer Managers

Support the wider Youth Zone Network and share volunteering best practice on all aspects of recruitment, induction, retention, development, and recognition.

Update volunteer management policies, procedures, management templates and handbooks, as required.

Lead the Volunteer Manager's forum, fostering a supportive environment where best practice is shared, achievements celebrated and volunteer peers across the Network support each other.

Collect data annually to measure progress on the Network volunteering strategy, sharing results with Youth Zone CEOs, senior leaders and Volunteer Managers.

Work with the OnSide Marketing & Communications team to support the delivery of local and national recognition events, raising the profile of volunteering, e.g. National Volunteers Week.

To carry out any other duties with regard to the Youth Zone and OnSide volunteer provision, and within the competencies of the post holder, as defined by the Head of Network Support

Promote equity, diversity, fairness and inclusion in all aspects of talent development.

Be an ambassador of the OnSide culture; consistently defining ways to identify and reinforce behaviours that align with OnSide values

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, knowledge and aptitudes listed below throughout the recruitment process. However, if you don't meet every single requirement but feel you have strong and relevant transferrable skills or lived experience to draw from, we encourage you to apply anyway.

Why? Studies have shown that women and Black, Asian, Mixed Race & other ethnically diverse people are less likely to apply for jobs unless they meet every single criteria/competency. OnSide are dedicated to driving change and to building diverse, inclusive, and authentic workplaces, so if you're excited about this role but your past experience doesn't align perfectly **please tell us how your experience is transferrable**. You may be just the right candidate!

SELECTION CRITERIA
EXPERIENCE
Experience of developing volunteer recruitment, induction, supervision and support processes
Experience of implementing change, bringing staff on board and working collaboratively to achieve aims and objectives
Proven experience of and ability in successfully delivering a volunteering strategy
Experience in designing and implementing successful volunteering programmes and initiatives
Experience of working with Volunteero (or a similar platform) as a volunteer retention and engagement tool; ability to launch and embed this from scratch
SKILLS, KNOWLEDGE AND APTITUDES
Ability to communicate the value of volunteers to CEOs and their senior leadership teams, inspiring them to strategically commit to volunteering in their organisation
Ability to take initiative, be flexible and collaborative in your approach, whilst retaining a clear vision of what you want to achieve
Ability to negotiate and reach compromise in a manner which inspires confidence and respect from others; strong interpersonal and networking skills
Ability to work remote and in-person with different groups of people
A self-starter with the ability to juggle multiple demands without losing energy and focus, and prioritising effectively
Excellent verbal and written communication skills, with the ability to enthuse, inspire and motivate others
Ability to work constructively across a number of organisations; not being afraid to recommend bold actions
Ability to give advice and support to senior leadership teams, employees and volunteers
OTHER REQUIREMENTS
Able to demonstrate a commitment to the values of the OnSide Youth Zone Network
Commitment to Equality, Diversity and Inclusion
A willingness to work unsociable hours when required
A willingness to travel to Youth Zones and events when required

GENERAL INFORMATION

Home-based with travel (across North West England & London) (home location within reasonable commutable distance of Youth Zones in North-West or London). OnSide's Bolton and London offices can also be used as a working base, if preferred.

It will also require occasional overnight stays. Home working risk assessments are carried out for all employees working at home, and appropriate equipment provided.

In accordance with our Child Protection and Safeguarding procedures, this position requires a basic DBS check.



APPLICATION PROCESS

Anonymous Applications: We recognise our workforce is under-represented in certain areas and are committed to addressing this. Therefore, we actively encourage applicants to submit anonymous applications; this means removing names & email addresses from CVs and cover letters. The HR Lead will have this information from submissions, but this will not be available to the selection panel when they are considering applications.

To apply, please submit a CV and one page cover letter, explaining how you meet the person specification, to hr@onsideyouthzones.org or apply via the website at [Work with OnSide - OnSide Youth Zones](#).

In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (documentary evidence will be required before a job offer is confirmed)
- Any reasonable adjustments we can make to assist you in your application or the selection process
- How you demonstrate your commitment to equity, diversity & inclusion.



CLOSING DATE FOR APPLICATIONS: 12noon Wednesday 14 May

(We may close this job early if we receive a high number of applications. If you're interested, it's a good idea to apply sooner rather than later!)

INTERVIEWS:

First stage interviews (virtual): **Friday 23 May 2025**

Second stage interviews (in-person at Wigan Youth Zone): **Tuesday 3 June 2025**

There will also be a short, values-based phone interview between Stage 1 and 2.

OnSide

Talent Academy



For information on how OnSide processes your data, go to
OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones



OUR VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.





PROVEN IMPACT



GIVE YOUNG PEOPLE A SAFE EXCITING PLACE TO GO TO HAVE FUN,
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES

