

Job Description

Volunteer Development Manager



JOB DESCRIPTION	
Job Title	Volunteer Development Manager
Salary	Band 4 (£28 circa)
Location	WRU Centre of Excellence, Hensol
Hours of work	Monday – Friday 9am – 5pm This role may also require you to work outside these hours in the evenings and on weekends as required.
Responsible to	Head of Rugby Operations
Responsible for	Volunteer Training Coordinator
Contractual Status	<ul style="list-style-type: none"> • Permanent, Full Time • Subject to 6 month probationary Period
Role Summary	<p>To establish implement and continually manage a strategy for volunteer recruitment across all areas of the “off field” rugby business.</p> <p>Establish and implement a strategy to create and communicate a positive, attractive and engaging profile of volunteering in Rugby and benefits it could provide to the individual.</p> <p>Through the Volunteer Training Coordinator, ensure that a high standard of training is provided across all disciplines.</p> <p>To continually raise and promote the profile and awareness of the Welsh Rugby volunteer workforce both internally and externally through recognition and supported reward programmes.</p>
Key Relationships	<ul style="list-style-type: none"> • Head of Rugby Operations • Rugby Operations Team • Rugby Participation Department • WRU Executive Board • WRU Board • WRU Clubs • All volunteers within the WRU structure. • Volunteer Organisations such as WCVA and affiliates • External education bodies such as HE and FE • External charity partners such as DofE,
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> • To establish a strategy through mediums such as GAP and needs analysis, surveys, and the similar measures that sees a robust retention and recruitment programme for Welsh Rugby. • Through clubs consultation, compile Job Descriptions and Personal Specifications as tools to assist in the recruitment of volunteers. • To target opportunities to recruit a younger, more diverse audience of volunteers striving to make rugby volunteering an attractive offering through messaging consistent with WRU Core Values and Mission Statement • Publicise and promote volunteering opportunities in clubs to a mass audience through the use of IT based solutions and Social media. • Ensure potential volunteers are aware of the benefits of volunteer training provided by WRU. • Establish relationships and partnerships with organisations who can advertise volunteering opportunities in rugby and also deploy volunteers • Establish relationships and partnerships with organisations that foster volunteering

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	<p>in young adults and identify mutually beneficial initiative</p> <ul style="list-style-type: none"> • Create an in house solution to advertise volunteer activities to the wider support audience • Work in partnership to create and promote a positive image of volunteering and its benefits. • Continuously reinforce the benefits and importance of volunteers to the long-term sustainability of Welsh Rugby and the clubs within. • Through the Volunteer Training Coordinator ensure the training provided to all volunteers is of the highest quality and explores new initiatives to deliver innovation and spark the interest of our volunteer audience. • Carry out duties to help support the WRU/MS mission statement in line with the Company's core values.
Continued Professional Development	<ul style="list-style-type: none"> • The WRU are committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.
PERSON SPECIFICATION	
Experience	<ul style="list-style-type: none"> • Strong interpersonal skills and relationship management. • Innovative and forward thinking. • Experience of establish and managing effective relationships with 3rd party organisations • Experience of engaging with the general public and other audiences • Track record in recruitment & training
Skills & Qualifications	<ul style="list-style-type: none"> • Great interpersonal skills and ability to connect to people • Excellent presentation skills including design and delivery • Effective use of Social media • Excellent IT Skills, specifically Microsoft Word, Excel & PowerPoint. • Excellent written and verbal communication skills are essential.
Key Competencies	<ul style="list-style-type: none"> • Communication and influencing • Managing the customer relationship • Self motivation • Team working and personal impact • Planning and control • Emotional intelligence • A copy of the WRU Group Competency Framework is available by request to the Human Resources Department.
Other	<ul style="list-style-type: none"> • Valid UK driving licence is required. • Preferably a fluent Welsh speaker. • An understanding and commitment to equal opportunities in employment and sport • An understanding of individual responsibility in complying with the Health and Safety policies and arrangements.

Acknowledgement		
Employee Signature:	Name:	Date:
Line Manager Signature:	Name:	Date:

The job description is subject to change pending review by the role holder and their line manager.