

Volunteer Officer

Job purpose:

Provide reliable and effective support to the Volunteers Manager with developing and maintaining a successful volunteers' programme.

Key responsibilities:

- Effectively support the Volunteers Manager to launch, develop and maintain a successful volunteers' programme
- Collaborate well with a broad range of stakeholders across the Law Society to develop meaningful opportunities for volunteer engagement
- Provide key administrative support in the accurate recording and reporting of volunteer information
- Conduct relevant onboarding checks for volunteers and ensure all relevant training is completed for each volunteer
- Manage and maintain volunteer data through Dynamics 365
- Record, monitor and provide reliable data for reports measuring the impact of volunteering
- Support the coordination of volunteer recognition
- Respond to member and volunteer queries relating to the "Get Involved" programme and volunteering
- Proactively provide ongoing support and engagement opportunities for volunteers
- Provide successful coordination of the Volunteers' Week each year
- Proactively promote a respectful, welcoming, diverse and inclusive volunteers' programme
- Work with the Volunteer Manager in ensuring an appropriate communication plan is in place for maintaining contact with volunteers, liaising with colleagues in other teams to ensure a consistent approach across the Law Society.

Knowledge, skills and experience	
<p>Essential</p> <ul style="list-style-type: none"> ▪ Demonstrable experience of coordinating a successful volunteer programme ▪ Good working knowledge of volunteer support and management best practice ▪ Proven track record of working with volunteers, including recruitment, induction and ongoing support and engagement ▪ Able to work effectively with a broad and diverse range of colleagues, partners and stakeholders ▪ Experience of developing and delivering training that enables employees to effectively engage with members ▪ Demonstrable experience of planning, organising and prioritising a range of administrative tasks, including creating and maintaining accurate records ▪ Able to produce clearly written reports on matters relating to volunteering ▪ Deliver high quality work on time and to expectations during busy and demanding periods ▪ Apply a proactive, considered and constructive approach to work ▪ A proactive approach to supporting the Law Society's commitment to equality, diversity and inclusion at work, including supporting a respectful, welcoming and supportive working culture <p>Desirable</p> <ul style="list-style-type: none"> ▪ Understanding of the needs of volunteers within a membership organisation or professional body ▪ Experience of working within formal governance systems, for example committees ▪ Use of Microsoft D365 to manage a database of members, customers or volunteers 	
Planning & Organising	Organisation Chart

<p>Dimensions</p> <p>Operating environment</p> <p>This role will be line-managed by the Volunteer Manager. You will work closely with stakeholders at different levels across the organisation, including member committees, senior leadership and staff that work with volunteers.</p> <p>Financial responsibility</p> <p>Creative Responsibility</p> <p>Analytical Responsibility</p> <p>Location</p> <p>This is a Hybrid role, with the expectation that you will work in the Central London office [113 Chancery Lane] approximately two days per week, but with flexibility depending on the needs of the organisation</p>	
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