



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Volunteering Manager, UK Mathematics Trust



Salary: Grade 6 (£27,025 – £32,236 p.a.)

Reference: EPSMA1000

Closing date: 3 October 2019

Interviews are expected to be held on 15 October 2019

We will consider job share/flexible working applications

Volunteering Manager

UK Mathematics Trust, School of Mathematics

Faculty of Engineering and Physical Sciences

Are you experienced in working with volunteers? Would you like to work closely with others to develop their volunteering experience?

The UK Mathematics Trust (UKMT) is a registered charity based at the University of Leeds, whose aim is to advance the education of young people in mathematics. We currently have a network of over 400 dedicated volunteers located across the UK, who are the lifeblood of our work, and enable us to organise a wide variety of events and activities and ensure they run smoothly.

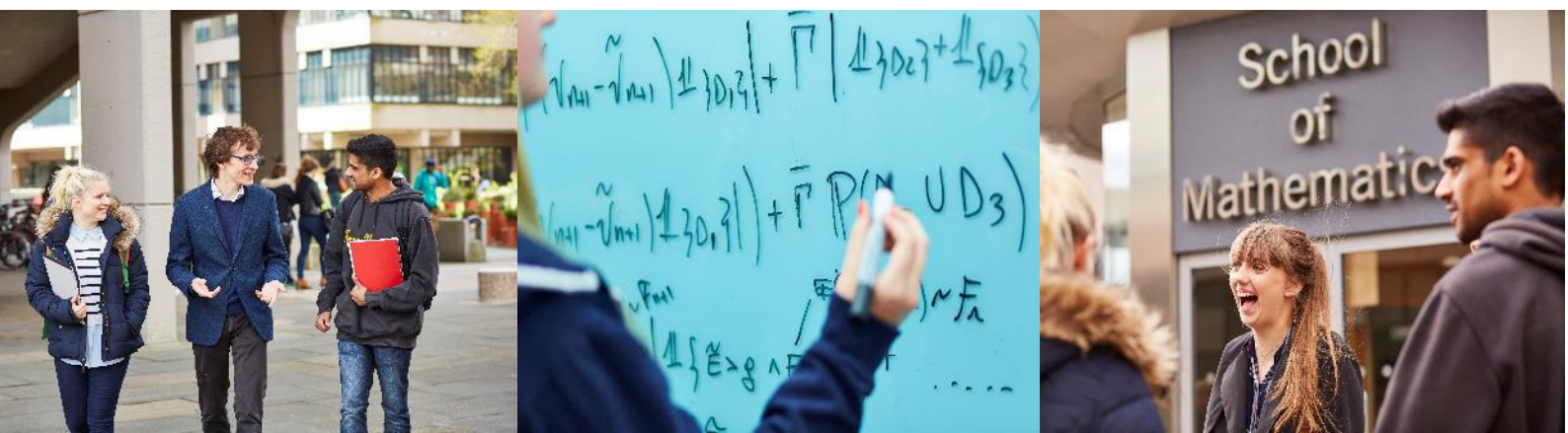
We are seeking a Volunteering Manager to work closely with our volunteers and staff to organise and run events, develop and manage the volunteering process, support current volunteers and grow our volunteer base.

You will have strong communication skills, with experience of recruiting, managing and guiding volunteers. You will also have good numeracy skills, with a qualification in Mathematics to A-level or above, and experience of running events. In addition, you will also have the flexibility to work extended hours on occasion, at times of peak activity or during events.

What does the role entail?

As a Volunteering Manager your main duties will include:

- Working closely with staff and UKMT committees, to develop, promote and maintain a wide range of volunteering opportunities with the UKMT, ensuring an adequate supply of trained volunteers for current and future activities;
- Managing the volunteer recruitment process, including working creatively to publicise available positions and attract suitable candidates, interviewing and matching people with appropriate roles, ensuring the correct paperwork is in place in line with UKMT policy, overseeing trials and preparing training, and providing feedback;
- Providing ongoing support and guidance for volunteers, acting as the first point of contact, listening to feedback, cultivating a positive and supportive



atmosphere by recognising and rewarding volunteer efforts, and working with them to resolve any concerns and build good working relationships;

- Monitoring volunteers during their appointments, conducting performance evaluations or skills audits as appropriate to assess progress and satisfaction, and recruiting replacement volunteers as needed;
- Creating and distributing communications and publications to share news and progress, promoting the work of UKMT and its volunteers internally and externally, and developing and promoting a mechanism for volunteers to contribute ideas for improvement and future development;
- Developing and overseeing an annual volunteer budget, providing regular updates to the UKMT Executive Director;
- Organising key volunteer events including meetings and development events, by sourcing and liaising with venues, managing invitations, working with others to develop a programme, and attending events to ensure they run smoothly;
- Ensuring compliance with key UKMT policies, in particular Safeguarding Policy and Health and Safety Policy, and creating, updating and distributing information regarding volunteer policies and procedures;
- Maintaining accurate volunteer database records and volunteer job descriptions, and provide timely statistical and activity reports on volunteer activity for colleagues.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Volunteering Manager you will have:

- A minimum of A Level (or equivalent) in Mathematics;
- Experience in the recruitment, induction, motivation, support and management of a volunteer workforce, along with the ability to attract and maintain the goodwill of a large number of volunteers;
- Experience in organising and running events with minimal supervision;
- Strong communication skills, with the ability to communicate both verbally and in writing at all levels;
- Excellent interpersonal skills, with the ability to form strong working relationships with a large number of people;



- Excellent accuracy and attention to detail;
- The proven ability to work under pressure to demanding deadlines and to prioritise a complex workload;
- The ability to work independently and cooperatively as part of many different teams, using your own initiative to make decisions and work with minimal supervision;
- Competence in a range of IT applications including Microsoft Office, and a willingness to learn to use new applications;
- Flexibility to work extended hours on occasion, during times of peak activity or during events.

You may also have:

- Experience in arranging training;
- Experience in delivering training.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Hannah Telfer, Operations Manager

Tel: +44 (0)113 343 2339

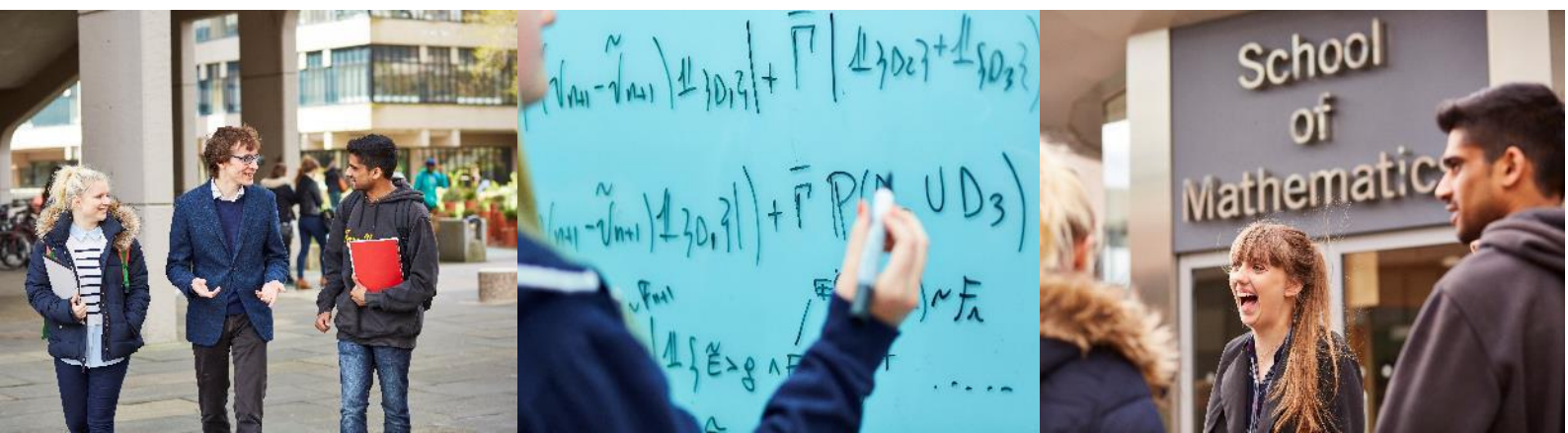
Email: enquiry@ukmt.org.uk

Additional information



United Kingdom
Mathematics Trust

Find out more about the Trust on our website page [About Us](#)



Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced and barred list record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for UKMT to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the UKMT being satisfied with the outcome of these checks, in accordance with the UKMT Safeguarding Policy. You can find out more about required checks and declarations here: [UKMT Policy](#).

