



## **Volunteer Manager**

### **Terms & Conditions**

- Salary: £23,000-£25,000
- Start Date: June
- Working hours: c. 40 hours per week including occasional weekend work
- Holidays: 25 days per year, plus bank holidays
- Contract length: 24 months, subject to successful completion of the first 12 month period

### **About Team Up**

Team Up uses tuition, delivered by inspirational role models, to enable pupils from low income backgrounds to meaningfully increase their academic attainment, in order to improve the choices open to them.

### **About the role**

This is a demanding and exciting role for a multi-skilled individual looking to gain experience in marketing, recruitment and project management. In your first year you will be responsible for helping Team Up to successfully market our volunteer opportunity and to ensure that the right volunteers are selected onto the programme. You will be working to motivate and manage our university societies who will be delivering our work on campus. Your goal will be to help Team Up meet our annual recruitment targets, planned to grow significantly over coming years. In your second year you will take on more responsibility for the strategic direction of our marketing work, alongside responsibility for delivery.

Team Up is seeking someone with ambition and high professional standards keen to develop themselves in an environment that rewards entrepreneurship and accountability for results. If you are committed to making a difference to young people and to your own development, this is the role for you. You will be joining a small team of staff in a fun and friendly environment where we work hard for the mission and for each other, and we look forward to welcoming you on board.

### **Key Responsibilities**

## **1. Marketing**

- Delivering Team Up's marketing strategy to recruit volunteer tutors from around London, including:
  - Presenting the Team Up opportunity to 6th form college students in assemblies and other settings
  - Building relationships with university stakeholders
  - Reaching out to retired and professional volunteers
  - Ensuring Team Up is using all available marketing channels to promote it's volunteer opportunities
- Managing Team Up's university society teams across 7-10 universities in London who support the work of Team Up on campuses

## **2. Screening**

- Organising and running assessment centres to screen candidates including
  - Logistics and delivery
  - Responsibility for coordinating and managing staff
- Ensuring that all volunteers complete a DBS check

## **Key Skills and Attributes**

Candidates for this role will have the following skills and attributes:

### **Essential**

- A strong academic track-record, with a minimum 2:1 degree in any discipline
- Excellent organisational skills
- Desire to own and manage responsibility for achieving organisational goals
- Confidence working with external stakeholders and young people
- Experience working in a team to solve problems
- Strong interpersonal skills

### **Desirable**

- Experience running a University Society or Committee
- Experience in marketing and/or recruitment
- Experience managing temporary staff or volunteers
- Project management experience

## **Application process**

Please send a cover letter explaining how you feel you fit the requirements of the role, alongside your CV, to [recruitment@teamup.org.uk](mailto:recruitment@teamup.org.uk). Please note that applicants will be screened on a rolling basis, so it is recommended that you submit your application as soon as possible.

Application deadline midnight 1st June.