

JVN Young Adult Volunteering Programme Lead

Job Description

September 2022

Our Purpose

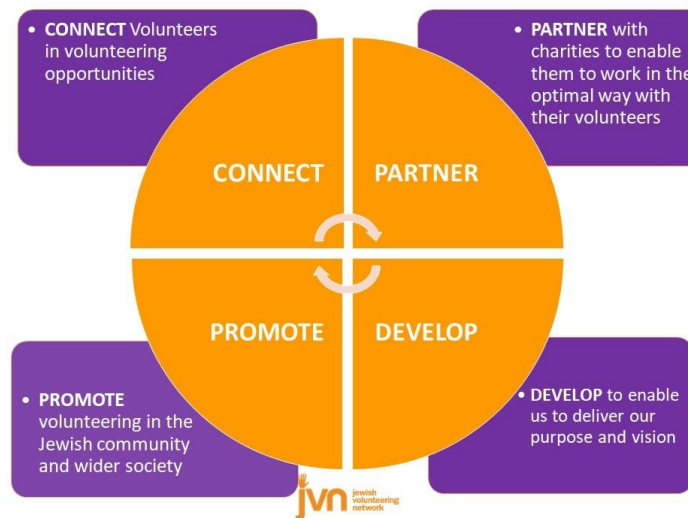
We believe that volunteering changes lives, communities and society and everyone can be encouraged to do it.

The Jewish Volunteering Network (JVN) exists to promote volunteering and connect and support volunteers for the benefit of charities across the Jewish community and wider society.

Our Vision

JVN will be the Jewish community's centre of volunteering excellence by 2023.

Our Strategic Objectives



Our Values

- We promote volunteering to all
- We apply the highest standards of integrity and transparency to all aspects of our work, acting ethically in all we deliver
- We are guided by the imperatives of *Tikkun Olam* (healing the world) and *Gemilut Chasadim* (acts of kindness)
- We work respectfully across all communities
- We believe that volunteering should be a positive, safe, and rewarding experience for the volunteer and those people they are helping

JVN Young Adult Volunteering Programme Lead

The Role

The aim of the role is for a sharp focus on an opportunity to build a Young Adult Volunteering Programme from the ground up and create a community which is motivated to help. We hope this programme will inspire participants to embed volunteering in their lives as they recognise this as a way to promote their own wellbeing, develop their life skills and to contribute to and enrich society.

The desired outcome is a dynamic, engaging and successful programme of volunteering activities for young adults, culminating in an ongoing project that they take responsibility for.

You will need to approach the work with a high degree of commitment and flexibility.

Reporting to

Volunteer Development Coordinator

Hours

This is a full-time role (see hours on p.3) for a 12 months' contract. The successful candidate will need to work evenings and some Sundays but not all.

Responsibilities

Creating Programme

- Take ownership to create and implement the programme.
- Build a Steering Group, together with the Volunteer Development Coordinator.
- Work with the Steering Group to create a participant-led programme and a vibrant marketing campaign to engage participants.
- Work closely with charities within and outside of JVN's existing network, to build a series of micro-volunteering/one-off activities.
- Create the content of the educational and social sessions, inviting guest presenters where relevant.

Managing Programme

- Work with the Steering Group to manage the programme.
- Communicate regularly with the participants to encourage active engagement.
- Maintain communication with JVN staff team and charity partners.
- Attend each session and be the point of contact during each event.
- Work with the Steering Group and participants to identify a final project for the group to engage with.

Marketing

- Find bold and creative ways to find participants for the programme.
- Work closely with the Communications Manager to build a social media campaign, including creating content for a social media campaign and the JVN website.

- Work with the Steering Group to market the programme widely amongst their networks, as well as find new avenues to promote the programme.
- Connect with under 30s on the JVN database to encourage them to participate in the YAVP.

Monitoring and Evaluation

- Monitor the success of the sessions through individual feedback forms and adjust where necessary.
- Evaluate the programme at the end with each participant and with the group as a whole.
- Write reports and recommendations for JVN and for funders throughout the process.
- Work with each participant to guide and encourage them to find a volunteering role which matches their interests and availability post programme.

Additional duties

- Participate in the JVN Volunteering Team activities such as pop ups to promote the programme to this age cohort
- Provide office and IT/technical and database support as needed.
- Contribute to the JVN Team activities.
- Represent JVN at various events.

This description may not reflect all tasks you may be asked to perform.

This organisation is an equal opportunity employer and welcomes applications from all members of the community.

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Person Specification

Responsibilities

Skills & abilities

Essential:

- Passion for and experience of volunteering, particularly as/with young adults (20s)
- Comfortable with building and leading a team
- Good social skills and has experience in a forward-facing role
- Efficient and effective organisation and administration
- Experience in marketing/social media
- Excellent interpersonal and verbal communication skills
- Have values that align with the JVN vision
- Good professional writing skills
- Good networking skills and happy to build relationships with charities
- Flexible approach to a range of tasks
- Ability to work on several projects to deadlines in a busy environment
- Ability to seeing project through to completion
- Ability to work effectively independently and as part of a team
- Strong team ethos
- Methodical and high attention to detail
- Proficient IT skills (Word, Excel, Canva and Powerpoint)
- Keenness to learn and develop new skills
- Ability to manage a changeable work plan and priorities.

Desirable:

- Website/app design experience
- CMS/Database experience
- Charity sector experience
- Knowledge of the Jewish community

Salary:

£22,000 per annum depending on experience. This role will be initially for 12 months as it is dependent on grant funding.

Working Hours:

JVN's working hours are Monday to Thursday 9.00am-5.30pm, Fridays 9.00am-1.00pm (winter), 9.00am-3 pm (summer) with half an hour break for lunch (unpaid). There will be some evening and weekend work.

FTE: 36 hours pw (summer), 38 hours pw (winter).

Holidays:

28 days including bank holidays when they fall on working days.

Jewish Festivals:

JVN is closed for Jewish festivals when they fall on working days (Rosh Hashanah, Yom Kippur, Shavuot, Sukkot – first two days and Shemini Atzeret and Simchat Torah).

Location:

This role is based at the JVN offices in Bet Meir, Schaller House, Albert Road, London NW4 2SJ.

Travel around London will be required as part of the role.