



Volunteer Manager

Organisation: Ride High Ltd

Part-time: Three and a half days per week

Salary: £21,000

Reports to: CEO

Location: Milton Keynes

Ride High is seeking a dedicated and experienced Volunteer Manager for a part-time role. The Volunteer Manager will play a key role in recruiting, training, and retaining volunteers to support the organisation's mission in transforming the lives of disadvantaged children. Previous experience with horses is preferred, and the successful candidate must pass a DBS advanced check. This position offers a unique opportunity to contribute to a meaningful cause while managing the volunteer programme on a part-time basis.

Ride High is a registered charity working with Milton Keynes' most vulnerable and disadvantaged children. Using horses and an associated educational programme the charity supports 120 children every week for a period of 12-36 weeks, helping to transform their lives. Volunteers are absolutely crucial to Ride High's success.

Responsibilities

Volunteer recruitment and onboarding:

- Develop and implement strategies to recruit and onboard volunteers.
- Conduct outreach activities to attract a diverse pool of volunteers, including those comfortable working with children.
- Coordinate orientation/induction sessions to familiarize volunteers with the organization's mission, policies, and procedures.

Volunteer training and development:

- Design and deliver training programmes to equip volunteers with the necessary skills and knowledge for their roles, emphasizing the ability to work with a diverse age group.
- Provide ongoing support and professional development opportunities for volunteers.

Volunteer engagement:

- Foster a positive and inclusive volunteer community by organising regular events, meetings, and recognition programmes.
- Act as a liaison between volunteers and other staff members to ensure effective communication and collaboration.
- Demonstrate a good engaging personality to create a positive and welcoming volunteer environment.

- Champion award and recognition of volunteers across all areas of Ride High, including the organisation of recognition events.

Matching volunteers to roles:

- Work closely with Management Team and coordinators to understand volunteer needs across different projects and departments.
- Match volunteers to suitable roles based on their skills, interests, and availability, with consideration for any horse-related tasks.

Record keeping and reporting:

- Maintain accurate records of volunteer information, hours worked, and achievements.
- Generate regular reports for organisational leadership on volunteer participation and impact.

Policy and procedure compliance:

- Ensure that volunteers adhere to organisational policies and procedures.
- Develop and update volunteer policies and guidelines as needed.

Community outreach

- Represent the organisation at community events and engage with external partners to promote volunteer opportunities.
- Build and maintain positive relationships with community organisations and businesses.

Qualifications and experience

- Bachelor's degree in a related field or equivalent work experience.
- Previous experience in volunteer management, with a preference for those with experience working with horses
- Strong interpersonal and communication skills
- Strong organisational skills to manage volunteer schedules, events, and documentation efficiently
- Good engaging personality to create positive and welcoming environment for volunteers
- Ability to work independently and as part of a team.
- A clean driving license is required for potential travel related to volunteer
- Proficiency in Microsoft Office Suite
- Must pass a DBS advanced check.

How to apply

Interested candidates should submit a CV and cover letter outlining their relevant experience and interest in the position to Olivia.sugdon@ridehigh.org by Friday 29th November. Please include "Volunteer Manager Application" in the subject line.

Ride High is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.