

Careers



National Volunteer Recruitment and Development Officer

Full-time, based in London with regular travel across the UK

As a National Volunteer Recruitment and Development Officer, your primary focus will be to develop and implement a cohesive strategy which focuses on retention, development and motivation of the organisations volunteer population. In addition, you will create a structure of suitable people that will remain in the CST over time and contribute to its goals and objectives. You will play a lead role in ensuring that volunteers are satisfied and inspired by the organisations mission and vision.

Key responsibilities include:

- Communication with new and existing volunteers so that they feel involved and motivated to continue volunteering with CST
- Develop an agreed Volunteer Management Policy and develop and implement procedures to support volunteers, including with recruitment, training and Health and Safety
- Understand motivational incentives and develop a plan to implement these incentives
- Cultivate a positive and supportive atmosphere by recognising volunteer efforts
- Create a 'career development' path for volunteers
- Deal with volunteer burnout and put in place effective methods to support the individual
- Promote the organisation, its volunteer efforts, and its accomplishments

The ideal candidate will have:

- Experience in the recruitment, motivation and management of a volunteer workforce
- Ability to work under pressure; to demanding deadlines, and effectively prioritise a complex workload
- Experience in arranging and delivering events on a small or large scale
- Strong communication skills
- Exceptional problem solver
- Superb organiser with a professional and mature manner
- Customer focused

The job offers a competitive salary plus staff benefits.

Applicants should send their CV together with a covering letter stating why they are suitable for the role to careers@cst.org.uk with the wording **National Volunteer Recruitment and Development Officer** in the subject heading.

Closing date for applications: 27 October 2017