

Position: Manager/Assistant Manager, Volunteer Management

Overview:

Reporting to the Director, you will oversee Volunteer Management Functions in Lions Befrienders.

You will play a role in growing, developing and managing a volunteer pool which would include senior volunteers, to support the organisation's strategic and programmatic goals.

Responsibilities

1. Recruitment: Develop recruitment strategies for volunteers, including social service organisations, community stakeholders, corporate partners and government agencies to support the organisation goals, including reactivation strategies for passive volunteers.

2. VM Policies & Processes & Projects: Evaluate and implement volunteer management practices, policies and processes. Review existing and/or develop new VM projects/events.

3. Training & Development: Develop developmental roadmap and conduct volunteer training to increase volunteers capability, recognition and engagement programmes for sponsors and volunteers.

4. Networking & Stakeholder Management: Identify opportunities for partnerships with social service organisations, community stakeholders, corporate partners and agencies, drive engagement with key stakeholders through various platforms.

5. Budgeting & Reporting: Monitor and provide Management reports, Source, prepare and coordinate projects budget and expenses and submit project reports.

6. Staff Management: Provide guidance and coaching to VM staff.

Requirements:

- Degree in Social Work/Gerontology/Training or equivalent.
- Min. 3 years experience in volunteer management and working with wide range of stakeholders from individuals to corporates.
- Possess ACLP or DDDL (or the equivalent) would be advantageous.
- A passion to enhancing the educational experience for volunteers, and to meet the needs of the community.
- Good leadership and stakeholder management skills, and have worked with various voluntary welfare organisations, communities and institutional settings.
- Possess good communication and interpersonal skill, Strategic thinker with networking aptitude.
- Able to communicate in Mandarin will be an advantage to converse with non-English speaking stakeholders.
- Enjoys working with people of all age groups.