

Position: Volunteer Management & Training Executive

Overview:

Volunteer Management

To assist in coordination in volunteers' recruitment activities including public workshops/talks and match volunteers to the appropriate program (or work with programmes to tailor new ones) and clients, based on program requirements and volunteer interests.

Volunteer Training & Development

To assist in coordination, conducting/facilitating in volunteer training programmes and/or retention activities to build and improve the volunteers' capabilities.

Job responsibilities:

1. Volunteer Management

- Developing volunteer profiles and volunteering opportunities according to the organisation's volunteer programmes
- Supporting the implementation of risk mitigation measures for volunteer involvement
- Supporting volunteer recruitment and matching them to the appropriate programmes according to clients needs and volunteers' interests
- Working with volunteer managers to support the development, implementation and evaluation of volunteer management initiatives, policies and tools
- Performing a supporting role in sustaining volunteer partnerships with social service agencies, community stakeholders, corporate partners and agencies for volunteer partnerships to enhance volunteer programmes

2. Volunteer Training Development

- Supporting volunteer training programmes and volunteer retention activities
- Supporting in coordination, conducting/facilitating training programmes for volunteers
- Supporting training and guidance to internal and external stakeholders on volunteer programmes
- Assessment and evaluation of the programme
- Preparation of reports and provide post-training feedback and recommendations from the volunteers to the management for improvement of the training programmes

Requirements:

- Diploma/Degree in Business/Marketing/Training or equivalent.
- ACTA/ACLP certification or equivalent will be advantage.
- Minimum 1 year of relevant experience in Volunteer Management and/or Training.
- Independent and mature in programme coordination and management
- Good communication and interpersonal skills
- Ability to maintain good relationships and engage with various stakeholders
- Proficiency in PowerPoint and Excel, and competency in MS Office (e.g. Outlook, Word, Excel, Powerpoint)

**This role is a contract role (Renewable)*