



## Volunteering Development Manager

**Salary:** circa £30k depending upon experience

**Duration:** 2 years fixed term (Initially project funded with potential to extend)

**Location:** Poole's Cavern Buxton, Derbyshire (Hybrid working)

**Hours:** 37.5    **Responsible to:** Chief Executive



Recruitment Pack



[buxtoncivicasociation.org.uk](http://buxtoncivicasociation.org.uk)

A Company registered in England & Wales. Company No.944439. Registered office as above. Registered Charity No. 258163

# About Us

## Who we are

Buxton Civic Association (BCA) is the leading environmental charity campaigning and working for the conservation and enhancement of the human and natural environment and heritage of Buxton. We are also a Limited Company. We were established in 1967 and are a dynamic and forward looking organisation, always looking to get better at what we do.

We are unusual as a Civic Association / Trust in that we own and manage the most successful paying visitor attraction in the town; Poole's Cavern, alongside 10 woodlands totaling c. 200 acres including Buxton Country Park.

BCA is a voice for wildlife, heritage and the environment in Buxton. We responsibly manage natural and human heritage sites public benefit. We actively campaign, persuade, promote and educate. BCA cares about Buxton.

## Our values

We value...

...the environment; natural and built.

...the people of Buxton and beyond.

...the benefit of bringing the two together.

## Our purpose

To promote the preservation of the historical and environmental heritage of Buxton for the public benefit.

## Our characteristics

- We're do-ers; we are defined by our actions.
- We're active; we persuade, promote, encourage, campaign, and educate.
- We're responsible; we conserve, manage, maintain; we're sustainable.
- We work openly, collaboratively, and in partnership.

# Equity, Diversity and Inclusion

**Buxton Civic Association is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.**

**The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.**

Buxton Civic Association is also committed against unlawful discrimination of customers or the public. We want to ensure that the greatest number of people can benefit from and enjoy the activities we run and the facilities we manage for the community.

Our members are a vital part of our organisation. We are committed to ensuring that all members of Buxton Civic Association are able to fully take part in the activities of the organisation. We seek to ensure that our members are representative of the people of Buxton and district as a whole



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## Equality Monitoring

In accordance with our equality statement, we will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.

To enable us to ensure compliance with our policy statement, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and at the appointment stage. Once an appointment has been made the data given on this form will be stored electronically in an anonymous format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond all information provided will be treated in confidence and will be used solely to provide statistics for equal opportunities monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately. You can always mail this form separately if you wish.

Thank you for your assistance in completing this form, which should be included with your application, and sent in confidence to [dave.green@buxtoncivicasociation.org.uk](mailto:dave.green@buxtoncivicasociation.org.uk)

<b>Name:</b>	
<b>Position applied for:</b>	

### Gender/Gender Identity

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Non-binary	<input type="checkbox"/> Prefer not to say
<b>If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex, which group do you identify with?</b>			
<input type="checkbox"/> Transsexual	<input type="checkbox"/> Transgender	<input type="checkbox"/> Intersex	

### Marital Status

<b>Are you married or in a civil partnership?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/> Prefer not to say
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**Age**

<input type="checkbox"/> Under 18	<input type="checkbox"/> 30 – 39	<input type="checkbox"/> 50 – 59	<input type="checkbox"/> Over 65
<input type="checkbox"/> 18 - 29	<input type="checkbox"/> 40 - 49	<input type="checkbox"/> 60 - 65	<input type="checkbox"/> Prefer not to say

**Race, Nationality, Ethnic Origin**

<b>White</b>	<input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> British <input type="checkbox"/> Other (please state):
<b>Mixed/Multiple Ethnic Groups</b>	<input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Other (please state):
<b>Asian or Asian British</b>	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Other (please state):
<b>Black or Black British</b>	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other (please state):
<b>Other Ethnic Group</b>	<input type="checkbox"/> Arab <input type="checkbox"/> Other (please state):
<input type="checkbox"/> Prefer not to say	

**Religion**

<input type="checkbox"/> No religion	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu
<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Other (please state):			

**Disability or Health Condition**

<b>Do you consider yourself to have a disability or health condition?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
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This information is used for monitoring purposes only. If you believe you may need any reasonable adjustment to be made in the recruitment process or as part of your employment, please discuss this with the recruiting manager.

### Sexual Orientation

<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Gay Man / Homosexual
<input type="checkbox"/> Gay Woman / Lesbian	<input type="checkbox"/> Bisexual
<input type="checkbox"/> Other (please state):	<input type="checkbox"/> Prefer not to say

### Declaration

For the purposes of compliance with the Data Protection Act 2018, I hereby confirm that by completing this form I give my consent to the company processing data supplied on this form for equal opportunities monitoring.

<b>Signature:</b>	
<b>Date:</b>	





## Job description

### Job title: Volunteering Development Manager

**Numbers and grades of any staff managed by the post holder:** The post-holder will have no direct line-management responsibility, but will support managers to develop groups of volunteers and be part of the leadership team. This includes potentially having direct support of some volunteers.

**Post holder's immediate supervisor:** Chief Executive Officer

**Hours:** Paid 7 hours 30 minutes per day.

**Hours of work:** This post offers some flexibility with working hours. A standard day would be 9.00 – 5.00 with an unpaid lunchbreak of 30 minutes. Working patterns may include some weekends and evenings according to workload and community engagement opportunities, which are core to the success of the role.

*Whilst the post is advertised as full-time, BCA are open to the idea of a part-time role, subject to individual experience and personal circumstances.*

**Place of work:** Hybrid – Poole's Cavern with opportunities for home working.

**Salary:** c£30k depending on experience

**Terms of appointment:** This position is financially supported by the National Lottery Heritage Fund, and will be offered on a fixed term appointment of two years.

#### 1 Job purpose

The Volunteering Development Manager will take the lead in developing volunteering opportunities with Buxton Civic Association, facilitating openings to volunteers across our nine historic woodlands, Poole's Cavern, our visitor centre and our Sensory Garden in Buxton town centre. Buxton Civic Association has a long and successful track record of volunteering, with community support at the heart of the organisation, which must be maintained as we approach our 60<sup>th</sup> anniversary. It is important however that we look to the future, fully embracing best-practice and current trends in engagement, and attract new supporters. This post will aim to significantly develop and increase the levels of volunteering throughout the organisation. You will ensure volunteering with BCA is a mutually beneficial and enjoyable experience open to everyone with something to offer, helping to make us the organisation of choice for local volunteers!

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The post-holder will be expected to support fellow managers to develop new volunteering opportunities within the organisation, whilst developing administrative support of volunteering, implementing new ways of working. The post-holder will build their knowledge of built and environmental heritage and enjoy working alongside volunteers, leading by example, as well as representing Buxton Civic Association with stakeholders and partners, identifying opportunities for growth, whilst celebrating and extending our existing relationships.

## 2 Principal duties and responsibilities

- Lead on the development, implementation and evaluation of our volunteer programme, in consultation with the CEO and other members of the management team and the Board of Trustees
- Support the update of volunteer policies, practices and procedures, advising upon ways of working
- Embed good practice in volunteering management, training, motivation, recruitment and safeguarding, recognising the importance of diversity and community representation
- Design and deliver plans to recruit suitable volunteers, with appropriate induction and training programmes, working with other managers to achieve the best possible results
- Ensure volunteers get appropriate levels of supervision and support, acting as their voice and champion
- Lead use of the Volunteer Management System, ensuring appropriate digital records are kept to support external reporting and management knowledge
- Develop links with local, regional and national community groups and stakeholders that will facilitate recruitment of volunteers and partnership development
- Support income generation via funding bids, developing a corporate volunteering programme and other initiatives
- Represent BCA at relevant forums and conferences, acting as an ambassador and advocate for the organisation, modelling its commitment to volunteering

### Generic:

- Take personal responsibility and a pro-active approach for own career, skills and knowledge development.
- The role will be required to assist in the event of emergency evacuations and salvage, including visitors, colleagues and our heritage collections
- Any other duties considered to be appropriate to the grade of pay



## Person specification

### Job title: Volunteering Development Manager

Areas of responsibility/ requirements	Requirements	Measurement				
		P	A	T	I	D
<b>Qualifications &amp; Knowledge</b>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>There are no essential qualifications for this position. All staff are however expected to have a strong command of the English languages and be numerate.</li> <li>Knowledge and experience of best-practice of working with volunteers, preferably within a heritage organisation or environmental group</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>Volunteer management training and relevant short courses</li> <li>Knowledge of evaluation of projects</li> <li>Knowledge of working with external project funding</li> </ul>		X		X	
<b>Skills</b>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>Ability to work comfortably with a wide range of people and adopt an inclusive approach to working and creating teams</li> <li>A commitment to data protection, safeguarding and confidentiality</li> <li>Proficient written and verbal communication skills with strong attention to detail</li> <li>IT literate with knowledge of Microsoft Office and Volunteer Management Systems</li> <li>Time management skills, with the ability to</li> </ul>		X		X	

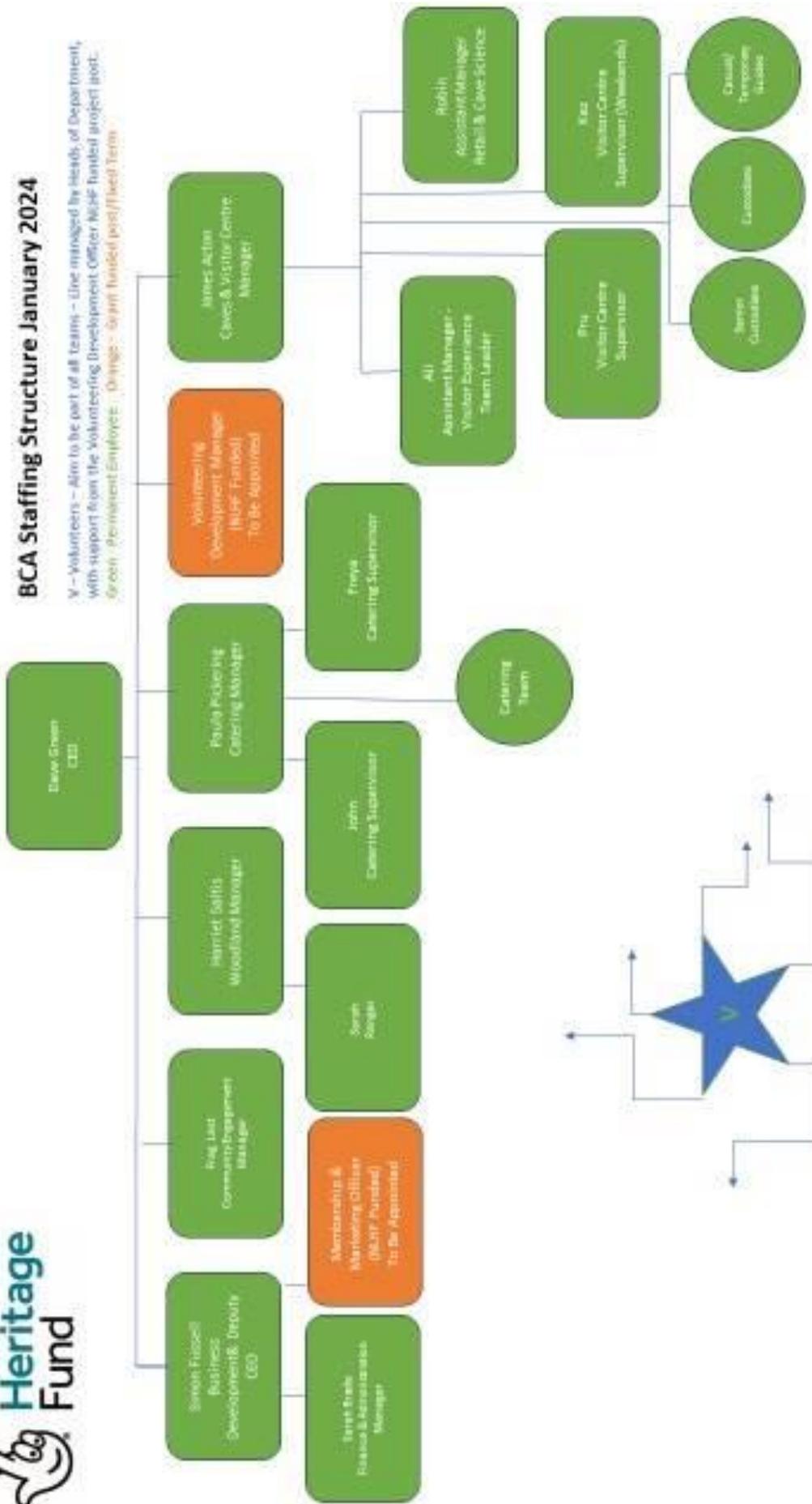
	<p>prioritise and recognise value and use of resources</p> <ul style="list-style-type: none"> <li>Budget and resource management</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>Skills beneficial to working in woodlands, caves or with heritage research and promotion</li> </ul>		X			
<b>Experience</b>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>Experience of managing, organising and training significant number of volunteers (50 plus)</li> <li>Experience of creating and/or developing partnerships</li> <li>Experience of working independently with freedom within a framework and limited management guidance</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>Management experience within a volunteer role</li> <li>Experience of change management, within a volunteering and/or charity context</li> <li>Experience of digital Volunteer Management Systems</li> <li>Experience of fundraising</li> </ul>		X		X	
			X		X	
			X		X	
			X		X	
			X		X	
			X		X	
<b>Personal Attributes</b>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>Knowledge and commitment to providing equal access of opportunities for all</li> <li>Confident in presenting ideas and instigating activities, taking a target-driven, proactive approach through to delivery</li> <li>The ability to be a professional and confident representative of BCA</li> <li>Willingness to work inside and out and take a hands-on approach to working within our portfolio of assets alongside our volunteers</li> <li>Ability to work as part of a team, including some weekends and occasional evenings</li> <li>Interest in heritage and nature conservation</li> </ul>		X	X		X
				X		
				X		
				X		
				X		

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**P:** Pre-application    **A:** Application    **T:** Test    **I:** Interview    **D:** Documentary evidence

## BCA Staffing Structure January 2024

V – Volunteers – Aim to be part of all teams – Live managed by Heads of Department, with support from the Volunteering Development Officer (NICE funded project lead).  
 Green – Permanent Employee. Orange – Grant funded post/fixed term.



## How to apply

Thank you for your interest, and taking the time to find out more about BCA and our work.

Please send your CV and a covering letter portraying your relevant experience and how you meet the person specification to David Green, Chief Executive, via [dave.green@buxtoncivicasociation.org.uk](mailto:dave.green@buxtoncivicasociation.org.uk)  
Please also include the equality monitoring form and include in your application letter where you saw the role advertised.

## Recruitment timetable

Applications close at 5pm on 28 January 2024.

Proposed interview date 9 February 2024.

Interviews will be in the format of a panel interview, presentation, and tour of the site, giving you an opportunity to meet members of our team, including trustees and staff.

Appointment will be subject to two satisfactory references, one of which should be your current or most recent employer.

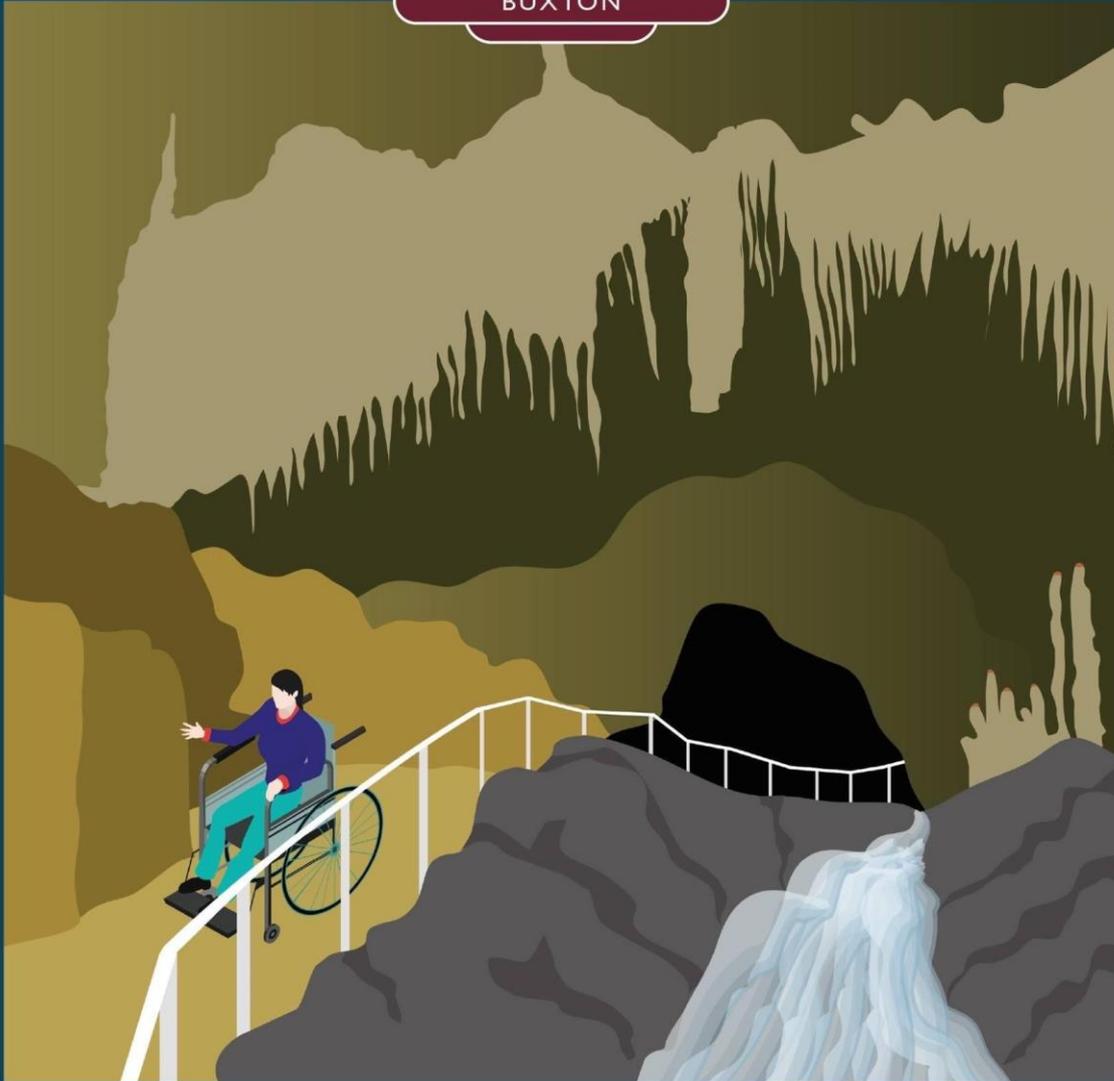
## Queries

Should you have any queries at the pre-application stage, please contact David Green, Chief Executive by email, who will be happy to arrange a time to speak.



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BUXTON



# POOLE'S CAVERN



Caring About Buxton  
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& BUXTON COUNTRY PARK



Made possible with

**Heritage**  
Fund

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