



Volunteer Management Lead – Role description

About IC Change

IC Change is a volunteer-led campaign calling for the UK Government to ratify the Istanbul Convention on violence against women. The campaign launched in 2014 with [a petition](#) and now has a coalition of over 70 organisations. In 2017, the campaign helped to secure the [Preventing and Combating Violence Against Women and Domestic Violence \(Ratification of Convention\) Act 2017](#).

About the role

We are looking for a dedicated Volunteer Management lead to take on this key role in our grassroots, women-led campaign. You will lead on refining our volunteer management approach. Your role is to develop and support our volunteers, helping them to feel connected and able to thrive through their role with the IC Change team.

About you

We're looking for a creative individual who is passionate about addressing the issue of violence against women. You seek to campaign from love. And you understand the importance of self-care, not least snacks.

You'll be someone who:

- Is passionate about ending violence against women.
- Seeks to create change from and in love.
- Is positive, motivated and able to work with people who are not like you.
- Has a creative and flexible attitude.
- Can help to build and strengthen the volunteer team.
- Can work independently and alongside others.

Importantly, we are a passionate team of volunteers who are learning a lot of what we do as we go. A commitment to learning and growing is more important than previous experience.

Responsibilities

- Oversee the campaign's volunteer management approach, developing and delivering a volunteer management strategy and plan.
- Check in with volunteers individually on a regular basis to see how they are getting on.
- Create and send out regular email communication with volunteers, ensuring they receive regular updates on the campaign and relevant opportunities.
- Organise volunteer social activities to build relationships and a sense of team.
- Identify the skills and objectives of each volunteer and help to ensure that the campaign utilises their skills and talents well, and enables them to achieve their personal development objectives.
- Develop and manage a database of all active and potential volunteers for the campaign.
- Identify and recruit volunteers to help with various campaign activities as required, in consultation with the co-directors.

Skills, knowledge and experience

- Experience of developing and implementing volunteer recruitment, training and induction processes.
- Experience of facilitating group activities or workshops.
- Ability to establish and sustain good working relationships with volunteers.
- Have a drive to be inclusive of all, recognising the value in a diversity of backgrounds, perspectives and approaches.
- Highly organised with experience of organising social group gatherings.
- Excellent project and time management skills.
- Self-starter who is able to take initiative and can work independently and as part of a team.

Desirable skills, knowledge, experience:

- Understanding or experience of recruiting and supporting a diverse team.
- Experience or knowledge of campaigning.
- Understanding of violence against women.

If you are interested...

If you are interested, please email us with answers to 3 key questions to icchangeuk@gmail.com by **Wednesday 12 January at 5pm**.

- Why are you interested in the role and the campaign? (Up to 300 words).
- Tell us briefly about your background and why you think you'd be a good fit for the role. (Up to 300 words).
- Have a look at [the website](#) or our Facebook or Twitter (@ICchangeUK) and tell us one idea you have to take this campaign forward. (Up to 300 words).

The process

Not knowing the process and timeframe isn't fun. Make sure to read our joining the IC Change team (PDF version [here](#) or Word version [here](#)) for more about how we work and what to expect from applying.

If you have any questions

If you have any questions or concerns about the role or process, do get in touch via email on icchangeuk@gmail.com or call us on 07444655421. This phone is a campaign phone so will only be on between 9am and 7pm Monday - Friday. If we miss your call, we will do our best to call back as soon as we can.