



## How to Apply for this Job

### Background on Tearfund

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

We operate in more than fifty countries around the world. As well as being present in disaster situations and recovery through our response teams, we speak out on behalf of poor people on the national and international stage by petitioning governments, campaigning for justice and raising the profile of key poverty issues wherever we can.

We have a vision to see 50 million people released from material and spiritual poverty through a worldwide network of 100,000 local churches.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

### Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading though this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

# Job Profile

|                       |  |
|-----------------------|--|
| <b>JOB TITLE</b>      | Tearfund Wales Specialist Volunteer Manager              |
| <b>GROUP</b>          | Global Fundraising                                       |
| <b>TEAM</b>           | Tearfund Wales   |
| <b>LOCATION</b>       | South Wales Home Based, with regular travel around Wales |
| <b>RESPONSIBLE TO</b> | Tearfund Wales Team Leader                               |

## PART 1 – JOB DESCRIPTION

### 1. PURPOSE OF THE TEAM

The Tearfund Wales Team team works alongside the UK Churches team, which exists to mobilise the UK church to support the vision of Tearfund through giving, campaigning, lifestyle change and praying. We seek to do this by recruiting and retaining committed lifelong supporting churches and individuals. The Tearfund Wales Specialist Volunteer Manager is a public face of Tearfund in Wales to both new and existing supporting volunteers and individuals. Communicating and educating the UK Church about the mission of Tearfund is central to our work. Tearfund Volunteers play an essential role in helping Tearfund Wales outwork our message within a Welsh context. This role is home based, primarily located in South Wales but would require regular travel around the whole of Wales. Occasional travel to wider team meetings in London is also expected. The ability to speak Welsh is desirable. The role blends Volunteer Management with Community Fundraising and presents an exciting opportunity for someone with relevant experience to join the team in Wales as we continue to grow in these fields of expertise.

### 2. MAIN PURPOSE OF THE JOB

The Tearfund Wales Specialist Volunteer Manager is responsible for managing individuals and volunteers and influencers in Wales, who can deliver a disproportionate impact on behalf of the global poor. Our two key areas of responsibility are: Tearfund's Volunteer Speaker programme and Community Fundraising.

As part of this team, you will be responsible for helping to manage volunteers already in formal roles with Tearfund for some time – including speakers – but also to attract and work with people who would not fit into a traditional volunteer role but whose vision overlaps with Tearfund's vision and who can influence others. You will also be responsible for shaping and delivering existing Community Fundraising products/initiatives within Wales in alignment with the wider Tearfund strategy, as well as building relationships with and providing high quality support to a caseload of fundraisers in Wales.

### 3. GENERIC PURPOSE OF THE ROLE

- To manage Tearfund's specialist volunteers and and community fundraisers in Wales, and to be responsible for managing in particular your own caseload and specialised projects or work packages
- Carry out research for an effective volunteer engagement strategy appropriate for Wales
- Create a new speaker strategy for Wales to increase income and engagement
- Support existing specialist volunteers including community fundraisers as speakers
- Increase community fundraising income in Wales through a strong community fundraising plan for individuals and groups working to an agreed target
- Raise profile of Tearfund within identified networks in Wales that are currently unaware of

- Tearfund's work in advocacy and lifestyle and prayer
- Identify own personal speaking engagements
- Represent Tearfund when required at national Welsh events and occasionally in England
- Maintain and manage database interactions
- To liaise with internal colleagues and external contacts
- To take responsibility for reviewing own personal development and overall team tasks

#### **4. PARTICIPATION IN THE SPIRITUAL LIFE OF TEARFUND**

- To attend meetings to hear about Tearfund's work and to spend time in prayer and worship together on skype or face to face
- To lead or participate in spiritual sessions of prayer and biblical reflection within the Team / Group when appropriate
- To be committed to Tearfund's Missions, Values and Beliefs statement
- To be committed to actively working and living in accordance with Tearfund's Christian beliefs
- Responsible for maintaining your own spiritual development

#### **5. POSITION IN ORGANISATION**

This role is line managed by the Tearfund Wales Team leader, with a dotted line to the UK Head of Volunteering. The Specialist Volunteer team is part of the wider UK Churches Team which sits within the Global Fundraising Team.

#### **6. SCOPE OF JOB**

Major Elements of the job include:

1. Delivering the vision, strategy and agreed results within Wales, to a specialist group of supporters, namely speakers, influencers and community fundraisers,
2. Supporting, recruiting, training and managing a network of speakers and community fundraisers and influencers
3. Provide strategic leadership for the network of influencers
4. Deliver agreed Welsh strategies and outcomes in regards to third party community fundraising and fundraising events, in alignment with the wider UK Volunteering Strategy
5. Recruitment of new volunteers across all levels of involvement
6. Support the development of Volunteer communications within a Welsh context
7. Help to develop and maintain a culture of excellence in regards to volunteering within Tearfund
8. Maintaining an up-to-date knowledge of Volunteer Management and Community Fundraising activity across the sector in Wales
9. Regularly connect and interact with wider SVM Team and Community Fundraising Teams within the UK and the Nations via Skype/hangout
10. On occasions be willing to lead a trip of volunteers to visit Tearfund's partners overseas

#### **7. DUTIES AND KEY RESPONSIBILITIES**

- Responsible for the management of a caseload of Tearfund Speakers, Community Fundraisers and Volunteers within Wales
- Responsible for researching, developing and delivering new volunteer strategy for Wales
- Responsible for implementing the current community fundraising strategy and speaker strategy within the Welsh context
- Developing strategies and initiatives to recruit new, and encourage repeat fundraisers and speakers and influencers
- Face to face visits with volunteers involving travel across Wales

### **MAINTAINING AND DEVELOPING TEARFUND WALES SPEAKER STRATEGY**

- Develop and implement agreed strategies and outcomes in regards to recruiting and training new Tearfund accredited speakers in Wales to a very high standard of excellence
- Support, train and maintain a network of speakers
- Responsible for ongoing support of speakers on caseload, equipping them with resources and advice
- Achieve targets for acquiring speaking engagements and regular giving sign ups delivered through the speaker strategy
- Provide annual training for caseload of speakers
- Be available to speak in churches and willing to work evenings or weekends.
- Keeping records and database interactions up to date

### **DEVELOPING AND GROWING A COMMUNITY FUNDRAISING PLAN WITHIN WALES**

- Develop and implement agreed strategies and outcomes in regards to third party community fundraising and fundraising events to agreed targets
- Support third party fundraisers with available resources
- Identify and develop potential fundraisers to encourage repeat activity
- Develop strategies and initiatives to recruit new, and encourage repeat fundraisers
- Keeping records and database interactions up to date

### **MANAGE AND GROW VOLUNTEERING WITHIN WALES**

- Develop and implement agreed strategies and outcomes in regards to recruiting and training new volunteers and influencers across all levels of involvement within Wales
- Respond to enquiries about volunteering across Wales
- Support the development of Volunteer communications in Wales working alongside Welsh Team
- Write copy for e-mails, social media, and newsletters when required
- Provide stories and insight from volunteers to share amongst the organisation and beyond
- Help to develop and maintain a culture of excellence in regards to volunteering within Tearfund
- Follow agreed procedures when working with volunteers
- On occasions be willing to lead a trip of volunteers to visit Tearfund's partners overseas

## PART 2 – PERSON SPECIFICATION

**JOB TITLE: Specialist Volunteer Manager Tearfund Wales**

|                          | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  |
|--------------------------|--|---|
| <b>QUALIFICATIONS</b>    | <ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• Valid UK Driving Licence and own car</li> </ul>   | <ul style="list-style-type: none"> <li>• Qualification in volunteer management or charity fundraising or sales or marketing</li> <li>• Fluent in communicating through medium of Welsh or English - or willing to learn/enhance skills</li> </ul> |
| <b>EXPERIENCE</b>        | <ul style="list-style-type: none"> <li>• Proven ability in working within a people management and / or networking role</li> <li>• Proven ability of supervision of a team (staff or volunteers)</li> <li>• Achieving objectives through the management of intermediaries</li> <li>• Strategic planning</li> <li>• Substantive training delivery</li> <li>• Making presentations to audiences of more than 30 people</li> <li>• Fundraising experience</li> </ul>   | <ul style="list-style-type: none"> <li>• Community fundraising experience</li> <li>• Experience of recruiting volunteers</li> </ul>   |
| <b>SKILLS/ ABILITIES</b> | <ul style="list-style-type: none"> <li>• Excellent supervision and delegation skills</li> <li>• Excellent written and spoken communication skills</li> <li>• Listening Skills</li> <li>• Small Group Facilitation Skills</li> <li>• Ability to motivate &amp; envision others</li> <li>• Willingness and ability to work within organisational guidelines and to corporate objectives</li> <li>• Ability to organise a wide range of functions &amp; people</li> <li>• Ability to collaboratively develop new initiatives</li> <li>• Presentational ability and/or preaching/teaching</li> <li>• Influencing skills</li> <li>• Understanding of best practice in volunteer management &amp; relevant legal requirements</li> <li>• Understanding of the principles of volunteer management</li> <li>• IT literate</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of the evangelical church context in Wales</li> <li>• Understanding of the charity/not-for-profit/voluntary sector within Wales</li> </ul>   |

|                           |  |  |
|---------------------------|--|--|
|                           | <ul style="list-style-type: none"><li>• Ability to work with children in an appropriate and safe manner in accordance with the Tearfund Child Protection Policy</li></ul>  |  |
| <b>PERSONAL QUALITIES</b> | <ul style="list-style-type: none"><li>• Committed evangelical Christian</li><li>• Self-starter – highly self-motivated and able to take initiative</li><li>• Strong interpersonal skills</li><li>• Listening Skills</li><li>• Clear thinker &amp; communicator</li><li>• Able to work remotely</li></ul> |  |

**TEARFUND  
INFORMATION FOR APPLICANTS**

**JOB TITLE: Specialist Volunteer Manager – Tearfund Wales**

**OFFICE HOURS:**

Monday to Friday 9.00am - 5.00pm with one hour for lunch.

35 hour working week.

This is a part time role at 14 hours per week.

**ANNUAL LEAVE - FULL YEAR:**

25 days pro-rata

+ statutory bank hols

+ additional day at Christmas

**SICK LEAVE SCHEME:**

Based on length of service

**NON-CONTRIBUTORY PENSION SCHEME:**

Tearfund will contribute 10% of your salary to your pension. All staff are contractually enrolled onto the Tearfund group pension scheme

**NEW STAFF SERVICE:**

6 months probationary period with a 3 month review

**Grade: 3**

**SALARY: £35,161 per annum FTE**

**£14,064 per annum part time equivalent**