

VOLUNTEER MANAGER JOB DESCRIPTION

105.9 Bishop FM is a volunteer-run community radio station based in Bishop Auckland, providing local radio and online content to people who live and work in towns and villages across South Durham.

We are seeking a part-time Volunteer Manager to assist with the recruitment and training of volunteers, to help the station meet its programming and commercial goals.

Location: South-Church, Bishop Auckland (with opportunities for remote working).

Hours: 15 hours per week (able to manage own diary commitments and work flexibly)

Contract Duration: 12 months from commencement

Rate of Pay: Up to £20 per hour (for contract duration)

Responsibilities:

- Volunteer recruitment
- Organise and help to deliver volunteer induction and training in a range of activities
- Co-ordinate volunteer activities and work schedules
- Issue clear instruction and provide appropriate volunteer supervision
- Review and provide feedback on volunteer performance, setting goals and targets for continuous improvement and personal growth

Person Specification:

- Enthusiastic, energetic, engaging and goal-driven
- Experienced people manager, ideally in a volunteer context
- Culturally sensitive and be committed to equality, diversity and inclusion
- Previous experience in broadcasting or journalism is desirable

Work priorities on appointment:

- Review and improve volunteer recruitment, induction and training processes and programmes with a view to improving volunteer recruitment, satisfaction and retention
- Lead the process to gain County Durham Volunteer Kitemark accreditation
- Work with Programme and Music Directors to target recruitment to fill known gaps in broadcast output
- Work with the Board of Directors to target recruitment at key funding opportunities