

Engagement Manager – Employee Volunteering

Reference Number: (HR to add once allocated)

Job Title Engagement Manager – Employee Volunteering

Location: Homebased within South West England/London

Contract Type: Fixed term until 31st March 2026 (with possibility of extension)

Hours: Full time (35 hours per week)

Salary: £25,625 per annum plus up to £3366 London weighting (if applicable)

DBS/PVG: Basic

Job Family: Job Family 3

Line Manager: Juliet Lamb – Project Manager

Start Date: tbc (likely mid-October)

Interview Dates: w/c 29th September 2025

Who we are

At Volunteering Matters, we believe people have the power to create change. Whether through volunteering by helping others and giving time, or through social action such as speaking up, campaigning, or leading change, everyone can make a difference. We bring people together to build stronger communities across England, Scotland and Wales, making sure everyone has the chance to get involved and create real change.

What we do

We help people of all ages and backgrounds get involved in volunteering and social action. We focus on making sure that everyone, no matter their situation, has the chance to take part.

How we do this

We support people to share their time and skills to help others and tackle big challenges in their communities.

- **We remove barriers to volunteering and social action**, making it easier for people who don't always get the chance to take part.
- **We listen to and amplify voices** that aren't always heard, helping volunteers and communities influence change.
- **We help volunteers beyond their first experience**, offering training, support, and pathways to new opportunities.
- **We connect businesses with communities**, creating meaningful employee volunteering projects.
- **We show the impact of volunteering and social action**, proving how it changes lives for the better.



Our promise to volunteers

We are always looking for new ways for volunteers to make a difference. We bring people together across generations and backgrounds to learn from each other and create change. At the same time, we make sure that all our volunteers are trained, supported, and valued, so they feel confident in what they do.

Role Purpose

The Employee Volunteering team works with UK businesses, acting as a broker to manage their internal employee volunteering programmes. We create and deliver community-led volunteering opportunities for their employees that also align with their Corporate Social Responsibility or business aims.

We are looking for a passionate Engagement Manager to join us. They will work as part of the national (and local London) Employee Volunteering team working with corporate clients and community partners, creating and delivering team and individual volunteering events.

Key Duties/Responsibilities

- Research and deliver volunteering opportunities to meet the needs of specific client teams of volunteers, ensuring they are impactful and safe.
- Carry out logistics visits or virtual planning meetings and risk assessment for volunteer activity, ensuring compliance with the quality standards set by Employee Volunteering.
- Develop partnerships and manage relationships with community organisations and colleagues leading on internal Volunteering Matters projects locally.
- Ensure monitoring, impact and evaluation information and data is collected and that projects meet agreed targets, reporting format and schedule.
- Assist the Project Managers by preparing case studies, change stories and reports.
- Contribute to joint working and teamwork across Volunteering Matters.

Skills

- Straight-forward communication and strong people skills, including the ability to develop and nurture professional relationships.
- Effective team working with external partners and/or in customer orientated teams.
- Good organisational skills and the ability to prioritise a demanding workload.
- The ability to work under pressure and to deadlines.
- Ability to maintain project monitoring and administrative records.
- Ability to assess risk and carry out risk assessments.
- A strong passion and commitment to volunteering and understanding of its potential as a force for change.



Essential Requirements of all staff

- Must adhere to the organisation's Code of Conduct and always uphold its values.
- Proficient in Microsoft 365, particularly Outlook, Teams, Word, and Excel, with the ability to manage email communications and collaborate digitally.
- Strong written and verbal communication skills, with the ability to write clearly and professionally in English.
- Able to work effectively both independently and as part of a team, managing time and priorities in a busy environment.
- For remote roles, candidates must be self-starters who can work with minimal supervision, stay organised, and remain motivated to meet deadlines and deliver quality outcomes.
- Attention to detail and a proactive approach to problem-solving and information sharing.
- Understanding of and commitment to equality, diversity, and inclusion.
- Understanding of and commitment to data protection and confidentiality.
- Adhere to all health and safety policies and procedures, and promptly report any hazards, near misses, or incidents in line with organisational guidelines.

Qualifications

Relevant experience and values alignment are more important for this role than specific qualifications.

Other

Having a regular presence in the locations where we are working with partners and individuals is essential for this role. Given the geographical spread of the working area, we are looking for somebody that lives and can travel around London & South West England. When home based, internet access to enable remote working is essential. IT equipment and infrastructure will be supplied.

This role will require a Basic DBS check. Having a conviction will not necessarily cause a bar to employment.

Our Values & Way of Working

In all that we do we are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

Disability Confident & Reasonable Adjustments

We guarantee to interview anyone with a disability whose application meets the essential criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of



VOLUNTEERING MATTERS

competence required in the Job Description under skill and experience. To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your cover letter.



This job description is intended to include the broad range of responsibilities and requirements of the job. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.

