

RURAL URBAN SYNTHESIS SOCIETY

Job Title:	Volunteer Manager
Hours:	12 hours/1.5 days per week (over 2 or more days, the role may require some evening & weekend work)
Reporting to:	Board of Trustees/acting Managing Director
Contract duration	6 months (To June 2023 initially); contractor/freelance
Rate	£250 per day

Background

The Rural Urban Synthesis Society (RUSS) is a Community Land Trust developing affordable, sustainable, high quality housing for local people in Lewisham. RUSS is governed by passionate and committed volunteers on our Board of Trustees, various Working Groups leading our projects and a small number of paid part-time roles. Please see our website (<http://www.theruss.org>) for more details and news regarding RUSS, our 'people-powered' projects, Working Groups, the RUSS School sharing our community-led housing experience, along with our 10 principles and associated policies.

RUSS's unique and exciting community-led pilot project is being developed at Church Grove, Ladywell SE13, providing 36 new, mixed-tenure homes in two four-storey buildings, including communal facilities, shared gardens and a publicly accessible community space. Construction of the homes commenced in October 2021 with the main building contract being due for practical completion in May 2023. The first half of the construction period (groundworks, foundations, frame/shell etc.) will be carried out by the general contractor. When the main structure of the dwellings is completed in December 2022 the contractor will hand over a number of these shells to RUSS for completion by a combination of residents, supported by the RUSS Self Build Manager. Alongside this, specific communal spaces and landscaping will be completed to a high standard by RUSS future residents, RUSS members and general volunteers.

The self-build/self-finish work will take place from December 2022 to May 2023. Planning, training, and support of the self-built construction aspects will be provided by our Self Build Manager.

Volunteer Manager Job Purpose

- To act as the key point of contact for the RUSS's volunteering plan and activities at RUSS.
- To ensure that appropriate, high quality volunteering opportunities and associated information is developed and delivered, being accessible to RUSS members and the wider community interested in supporting RUSS and their projects.
- Identify, engage, motivate and support volunteers to regularly contribute to RUSS, our Working Groups, tasks and overall aims of the organisation.
- To proactively support, recognise, thank and celebrate volunteering as a hugely valued aspect of the ethos and delivery of RUSS.

Main duties, tasks and responsibilities

- To support and oversee all volunteers involved in RUSS.
- To galvanise RUSS's volunteering activities & strands into a mini-6 month plan
- To motivate, and re-engage where necessary, RUSS's 1000-strong membership, to become more active with RUSS and our projects.

RURAL URBAN SYNTHESIS SOCIETY

- Regularly collaborate with the RUSS main Board, Church Grove Project Board and RUSS staff and members, to identify, design, develop, engage and deliver suitable volunteering opportunities across the project, including the RUSS Working Groups, self-build aspects of the Church Grove scheme and the RUSS school.
- To build relationships with relevant local and sector-specific organisations, to recruit appropriately skilled and experienced volunteers to meet specific, identified needs of RUSS, the Working Groups' tasks and our projects.
- To work closely and regularly with the Self-Build Manager to actively engage volunteers with the self-build aspect of the project, including the building and fitting out of their flats, the communal spaces (guest flat, community office, communal laundry, cycle stores, bin stores & garden/landscape planting) ensuring sufficient support and resources are available.
- To respond to and manage all volunteering enquiries (through website, email & social media) from individuals and potential corporates, maximising the potential to utilise their offer.
- To use high-quality social media, website & other communication channels to recruit, celebrate and inspire volunteering across RUSS and specifically on the Church Grove project.
- To set up an accessible recording mechanism for managing time and other gifts in kind, for financial and social impact reporting.
- Ensure all relevant policies and procedures are in place, are up to date, accessible and being adhered to.
- To organise occasional volunteer socials, thank you events and communication, to celebrate and appreciate volunteers for their work and impact on RUSS's projects.
- To be able to work remotely, as well as be available to attend our site in Ladywell SE13 for specific volunteer activities, volunteer support and occasional meetings.

*

Experience/Skills

- Good knowledge of volunteer good practice, including inclusive recruitment, remote support and supervision.
- Good oral and written communication skills with a range of stakeholders and interested parties.
- Experience of engaging and motivating people to make an impact, with project examples.
- Experience of recruiting and managing community volunteers.
- Excellent knowledge of the voluntary sector, including governance and infrastructure.
- Genuine interest in affordable housing and Community Land Trusts, sharing RUSS's values.
- Proficient IT skills, ability to work well on your own, as well as evolving team environments.

Support

The Volunteer Manager will be supported by a team of highly committed and passionate volunteers. An initial induction will be provided by members of the Main Board, along with ongoing support and supervision, both virtually and via face to face meetings at the RUSS Hub, Ladywell SE13.

How to apply

Please refer to the 'News' section of the RUSS website (<https://www.theruss.org/category/news>) for further details of this unique and exciting opportunity, along with the application process. We look forward to hearing from candidates with the appropriate blend of skills, passion and interest in the community-based aims of RUSS.