

JOB DESCRIPTION



Title	Education & Volunteering Manager
Employer	The Arts Society
Reporting to	Deputy Chief Executive Officer
Contract	Full-time, permanent role (35 hrs per week). Hybrid working (usually 2 days per week in the London office).

ROLE OVERVIEW

Acting as the main point of contact for education and volunteering enquiries, the Education and Volunteering Manager will support the Deputy CEO in managing the Directory of Lecturers and the annual delivery of Directory Day.

The role holder will be responsible for providing general support, advice, tools and resources for the four Heads of Volunteering and their teams (Arts Volunteering, Heritage Volunteers, Trails of Discovery and Church Recording).

Jointly with the Society & Membership Lead, the Education & Volunteering Manager will manage the administration of the grants programme and the annual arts competition.

DUTIES

Education

The Education and Volunteering Manager will support the Deputy CEO with:

- recruitment and accreditation of lecturers along with management of the Directory of Lecturers
- organisation and delivery of the annual Directory Day
- providing general support and advice to Societies and Areas on education-related queries and issues
- updating lecturer-related records on the CRM platform and managing lecturer-related enquiries and events such as Town Halls
- updating relevant web pages and resources related to the Directory of Lecturers, Directory Day and other educational activities
- administration of the grants and arts programmes (jointly with the Society & Membership Lead)

In addition, the role holder will be the first point of contact for education-related queries including enquiries on the Directory of Lecturers and Directory Day.

Volunteering

The Education and Volunteering Manager will be responsible for:

- acting as the first point of contact for email and phone queries related to volunteering including the four Volunteering arms of The Arts Society (Arts Volunteering, Heritage Volunteers, Trails of Discovery and Church Recording).
- providing general support, advice, tools and resources for the Heads of Volunteering and their teams
- updating relevant web pages and resources for prospective and current volunteers and those related to the Volunteering arms
- general communications and administrative support for the department

Skills and Experience

- Experience of database management (desirable)
- Experience of working with volunteers (desirable)
- Excellent planning and organisational skills
- Good people skills, ability to negotiate
- Ability to self-manage/self-motivate
- Ability to prioritise activities
- Ability to develop creative solutions to complex problems
- Excellent communication skills both written and verbal