

Volunteer Manager Brief

Brief

Camden Disability Action is looking to contract a Volunteer Manager on a freelance basis to rapidly set up a range of volunteer services through the second wave. This is a strategic and operational role. You will take us from a standing start to quick implementation to achieve positive outcomes for Camden's Disabled residents by March 2021. This contract is funded through the National Lottery Community Fund, distributed by City Bridge Trust through the London Community Response Fund. The work will mostly be delivered remotely, with some need to visit our offices in Camden.

CDA Background

Camden Disability Action (CDA) is a user-led Disabled people's organisation providing services and support to Disabled people across Camden, and also to a broad range of organisations in relation to disability matters. Based in and managing the Greenwood Centre, Camden's Centre for Independent Living, CDA is providing an inclusive hub, delivering services and activities to give Disabled people the same opportunities, choice and independence as everyone else. We work to the Social Model of Disability, meaning that people are *Disabled* by society, not by their impairment or difference.

Key deliverables

- To develop and write a volunteer strategy for CDA for the second wave and beyond.
- Work with the CDA team to develop role descriptions for volunteers
- Develop robust volunteer policies and procedures for CDA
- Develop a monitoring and evaluation system to measure the impact of our volunteer services
- Develop and write a volunteer induction and training package for CDA
- Set up and directly support management of the following volunteer services:

1. Volunteers to staff a digital coaching hub in Camden

2. Volunteer buddy service to support Disabled people to access their community for basic essentials and independent living through the pandemic

3. Volunteers to act as ambassadors for CDA, reporting on the impact of COVID-19 on Disabled people in Camden.

4. Volunteers to sign post Disabled people to get the information and services they need.

Person Specification

Essential

- Strategic and operational experience within volunteer management
- Project management experience
- Excellent communication skills
- Knowledge of the barriers to volunteering Disabled people experience
- Commitment to make all CDA volunteering opportunities accessible for Disabled people

Desirable

- First-hand experience of Disability

Budget and proposed Timeline

Budget £10,000 (inc. VAT)

Proposed Timeline

Deadline for proposals	10 am Monday 16 th November
Interviews	18 th -20 th November

Appoint	23 rd November
Work commences	25 th November
Project completed by	30 th March 2021

To Apply

Please send a proposal outlining your skills and experience, your costs, as well as addressing the Key Deliverables and the Person Specification to Colin Brummage, CEO.

Contact

For more information and to submit your application please contact, Colin Brummage, 07732 746 231 colinceo@camdendisabilityaction.org.uk

by 10am Monday 16th November