



Volunteer Role Description

Role Title:

Volunteer Manager

About Bright One:

Bright One is a volunteer-run communications agency for the third sector.

Our Aims/Mission Statement:

- To deliver high quality yet affordable communications for charities, social enterprises and other non-profit organisations
- To develop the communications experience and expertise of volunteers interested in a career in the communications industry and are driven by the social potential of their work, both by providing training and support, and access to recruitment agencies and potential employers
- To provide a valuable network between not-for-profits, communications professionals, and those trying to break into the industry

Purpose of Role:

The purpose of the Volunteer Manager is to ensure that every volunteer who is involved with Bright One finds their experience valuable, fun and rewarding. We want to make sure that volunteers are given a structured yet welcoming introduction to the organisation, that their development throughout their volunteering experience is recognised and supported, that their interaction with clients and other volunteers is positive, and that however they develop through their time with Bright One, they find the experience entirely worthwhile.

Key Skills:

- Commitment to Bright One's vision and mission (Required)
- Time and energy to manage a wide range of volunteers from different backgrounds (Required)
- Experience of managing volunteers (Desired)
- Be able to provide advice and strategy for the organisation with relation to volunteers (Desired)
- An understanding of the communications industry and the work it does (Desired)
- An interest in helping charities and non-profits (Desired)
- Commitment to equality and diversity (Required)

Role Description:

A typical week will involve 'meeting and greeting' between 3 and 5 volunteers, finding out more about them and what causes they're interested in, capturing their details on a volunteer database, and liaising with the Bright One management team to place the volunteers on to suitable accounts. Preferably you'll be based in or around London as this is where the majority of our clients and volunteers are based.



Commitment of Time:

The amount of time required by the Volunteer Manager is around four hours per week, though this may vary according to the amount of volunteer enquiries we receive.

Next Steps:

If you're interested in volunteering for Bright One or have any further questions about the role or the organisation itself, please contact Ben Matthews at ben@brightone.org.uk or on 07842 764 205.

We look forward to hearing from you!