Volunteering Development Officer
30 hours per week, Salary £19,602 - £21,235 per annum (pro rata)

Additional Information
Overview

Are you a champion for volunteering? We are looking for someone who can build relationships with staff, volunteers and our local groups across the region. You'll be able to motivate and support staff across all our regional teams. You'll make sure they know what a first class volunteering experience is and that they are equipped to offer this to all our volunteers.

Working alongside our existing part-time Volunteering Development Officer, you will work with regional staff, the UK network of Volunteering Development Officers and the HQ Volunteering Development Department to develop a quality volunteering experience and ways we can encourage more people to volunteer to give nature a home.

So, if you think you have what it takes to help lead our regional volunteering work then we would love to hear from you.

Who we are and what we do

The RSPB exists to give nature a home. We help our birds, other wildlife and natural places survive and thrive.

On our doorstep are woods and farmland, moors and marshes, cliffs and mountains. They are home to an astonishing array of precious but threatened wildlife. Every species is unique, but they are all connected to one another. And every one of them needs a home to survive.

Sadly, many of our best loved and most iconic species can't find a welcome home here any more. It's our job to change this. A country that's not home to skylarks and puffins, red squirrels and hedgehogs is not a country any of us want to live in.

To protect our threatened birds and other wildlife, we need to protect the places where they live. If we are taking care of nature, we are taking care of ourselves and future generations.

The RSPB in a nutshell

The Royal Society for the Protection of Birds (RSPB):

- Was formed in 1889 to counter the barbaric trade in bird plumes for women’s hats
- Has since grown into a world-leading wildlife conservation organization and now speak out for all birds and wildlife, tackling the problems which threaten our environment
- Has over a million members, including more than 200,000 youth members
- Has more than 2,000 active staff members and almost 18,000 volunteers, who donate more than a million hours of their time – that’s the equivalent of 600 full-time staff
- Has a NET income available for charitable purposes of £89.3 million
- Has more than 200 nature reserves covering 143,7800 hectares and home to 80% of our rarest or most threatened bird species
- Has a UK headquarters, three national offices and eight regional offices
- Has a network of over 150 local groups and more than 150 youth groups
- Has an impressive global reach, with active projects and capacity building programmes in 26 countries and 10 UK Overseas Territories

January 2017
• Is the UK partner and leading player, in Birdlife International
• Has the largest charity mail order operation in the UK, and also has the UK’s most successful charity credit card

**Volunteers**

Volunteers founded the RSPB 125 years ago and remain a vitally important part of the organization today; there are approximately nine volunteers for every paid member of staff. Our volunteers bring a unique range of skills and qualities to the RSPB, help stretch our scarce resources and keep us in touch with grass roots.
Our Strategy, Mission and Cultural Values

Our Strategy

Our vision: a world richer in nature
Imagine this. Wild birds and other wildlife will no longer be declining. Nature is restored, enriching and sustaining the lives of people as a result. Such a world would guarantee that future generations have clean air and water, a stable climate, abundant and diverse wildlife, and a robust, diverse and sustainable economy.

Our long-term purpose: saving nature
We believe that:
- There is a moral imperative to save nature
- Nature is crucial for peoples quality of life and the planet’s life support systems
- Birds are an integral part of the web of life
- We are well placed to stand up for birds and all nature
- The challenge is great, we must work with others to succeed
- We need growing popular support

Our Mission

By 2020…
Our work is both urgent and important and we need to act now to make a difference. The world’s governments have committed to halting biodiversity loss by 2020 and we will challenge them, as well as businesses, civil society and ourselves, to take the steps necessary to reach this goal, and then go further.
Our Cultural Values

Our cultural values are the way we work with each other and partners:

**Bold**
We speak out honestly for what we believe in, aiming higher and pushing further for growth. We seek to provide innovative, fun and sociable ways for people to get involved

**Focused**
We identify where birds and wildlife are most under threat, then act decisively and with commitment to save them and deliver tangible results

**Supportive**
We support each other and our sector partners in order to flourish, and make sure our supporters receive reward and recognition for their contribution

**Together**
We work together for the biggest possible impact across the RSPB and with partners across the UK and globally
What we offer

Pay
We offer a competitive salary to attract and retain great people.

Annual leave
The RSPB leave year runs from 1 April to 31 March. When you start you will receive 26 days’ holiday, excluding public holidays (four days are taken during the RSPB’s Christmas shutdown). This will increase to 28 days after three-year continuous service and 30 days after seven years continuous service. Leave will be pro-rated for part time staff and where you start part way through the year.

Pension
The RSPB is currently reviewing its pension benefits as part of a larger review of employee salaries and benefits. Future benefits may therefore change.

Life Assurance
All our staff are automatically covered for death in service benefit. This cover is not conditional on becoming a contributory member of the RSPB pension scheme. A lump sum of three times their pensionable salary at the date of the employee’s death is paid to their beneficiaries or estate.

Flexible Working
Normal hours of work for full-time employees are 37.5 hours per week. The RSPB prides itself on being a flexible and supportive employer. We have a range of options available to support our employees including flexitime, TOIL, parental, family, and special leave alongside our maternity and paternity leave arrangements.

Sickness Pay
If you become ill staff are supported by our enhanced Occupational Sick Pay Scheme. Your entitlement is determined by length of service.

Employee Assistance Scheme
All RSPB employees have free access to an Employee Assistance Programme provided by The Validium Group. This service is available 24 hours a day, 365 days a year.

Staff Association
The Staff Association is the official, independent body that exists to protect and promote the interest of its members, to represent their views and to act as a consultative body. It is officially recognised and supported by the Management Board and Council as the formal channel for the communication of staff views. All employees are eligible to join the Staff Association.

Learning and Development
The RSPB is committed to supporting all RSPB employees with quality learning and development opportunities. We offer a wide range of learning and development opportunities including our induction process, on-going training and e-learning. We prioritise leadership and management which is key to people motivation and success. Our recent leadership programmes have received the Institute of Leadership and Management accreditation. The Learning and Development team’s focus and aim is to help both you and the organisation to succeed.

Volunteering and sabbaticals
All RSPB staff are given the opportunity to volunteer for the organisation 1 day per year. For every seven years continuous service from the date of joining and each seven years thereafter, all employees are eligible to apply for a sabbatical. We give a maximum of four weeks paid leave.

Childcare Vouchers
The Childcare Voucher Scheme is open to all employees who are parents or guardians and currently use childcare facilities. Employees can opt to receive part of their salary in childcare vouchers up to a maximum of £243 per month to use with a wide range of childcare providers. The amount received in vouchers is tax free.

Green loans
Employees can apply for an interest-free loan to buy a bicycle or a season ticket.

January 2017
RSPB Nature Reserves and RSPB retail
Employees can visit any RSPB reserve free and can receive up to 20% off retail items in the RSPB’s shops.

Relocation
We are able to offer a limited amount of financial help towards relocation costs for employees, depending on the circumstances.

How we expect you to work
The RSPB has seven key competencies that are important to our organisation’s success. We expect all employees to demonstrate the following behaviours in everything that they do:

Direction:
You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work.

Energy:
You bring energy and urgency to the RSPB to motivate people to do the best they can.

Capability:
You build your own and other people’s capabilities, directly and indirectly.

Relationships:
You communicate effectively and build productive internal and external relationships

Change:
You support continuous improvement and change and constantly look for way to do things better.

Advocacy:
You act as an advocate for the RSPB.

Performance:
You get things done, achieve ambitious goals and the RSPB’s aims.
Environmental Statement

We have a role to play in protecting our environment by being as ‘green’ as possible. As a conservation organisation, we know a healthy environment is critical for nature and that we need to lead by example. Through our environmental management system (EMAS), we have an Environmental Policy, objectives and targets which prioritises where we can do most. All staff members are asked to respect and adhere to our green principles.

Equality and Diversity at the RSPB

The RSPB is part of a global network that incorporates a diversity of traditions and cultures, and which represents different inheritances, backgrounds, influences, perspectives and experiences. A better understanding of people’s differences will help us to appreciate and value everyone’s contribution, and recognise that we are all an integral and invaluable part of the RSPB.

Everyone has the right to be treated with consideration and respect. The RSPB is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual, and an atmosphere where everyone can learn, work and live free from prejudice, discrimination, harassment and violence.

The RSPB aims to ensure that all staff, volunteers, partners, clients, contractors, members and the general public are treated fairly. Unless it can be shown to be justified, this will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Satisfactory Employment Health Check, Two references satisfactory to the RSPB and where required a Satisfactory Criminal Records Bureau Check.

Applications from candidates requiring a certificate of sponsorship under the UK points-based immigration system will not be considered if there are suitable candidates who do not require sponsorship. This is because employers need to demonstrate that they are unable to recruit a resident worker, before they can recruit a non-resident worker*.

The resident worker rule does not prevent applicants requiring sponsorship from applying for our vacancies, but such applications should be made on the understanding that they can only be considered subject to the restrictions above.

For further information, please visit the Home Office UK Border Agency website.

*This rule does not apply to those applying for roles that require a bachelor, postgraduate degree or postgraduate certificate in education qualification. It is necessary for the qualification to be an essential requirement for the role and the applicant to prove that they possess such a qualification (or have completed a minimum of 12 months study in the UK towards a UK PhD), which is recognised in the UK.