

Job title: HR officer - Communities and Volunteers

Reports to: Head of People and Operations

Purpose of job: To develop and deliver consistent systems and processes for the recruitment, retention and valuing of volunteers across all areas of the Society's activities.

KEY RESPONSIBILITIES

Supporting our Community and Volunteers

- Work with the Director of Communities and Inclusion to deliver the BES Volunteer Strategy
- Support staff working with volunteers and other unpaid members of the BES communities to embed best practice in the valuing of unpaid contributors
- Develop and maintain a Volunteer Database within the CRM
- Build strong relationships across our volunteer led communities to make sure we listen and learn to increase our impact
- Work with the wider Communities and Inclusion team to support community led groups, specifically our networks, taking a lead on GDPR compliance
- Produce volunteer management policies, procedures and documents to ensure compliance with latest good practice guidance
- Promote volunteering at the British Ecological Society by overseeing the recruitment, training and professionalism/code of conduct of volunteers
- Develop a programme of induction training for new volunteers and source further role-specific training to aid the ongoing development of volunteers
- Take the lead on reward and recognition activities, such as Volunteers' Week events
- Liaise with the communications team to provide volunteer content for social media

Equality, Diversity and Inclusion (EDI)

- Develop and implement, monitor and evaluate processes for a fair and equitable system of volunteer recruitment, benefits, recognition and awards
- Identify where the gaps lie in the EDI data of volunteers and actively seek to address these

Supporting the Society team

- Write reports and collate data as requested by managers, Senior Leadership Team (SLT), committees and the Board of Trustees.

- Providing cover in the People team during absence or periods of high-workload, such as during bid submissions.

COMPETENCIES

Competency	Level
Teamwork Working cooperatively and constructively, building good working relationships, including valuing others	Operational
Customer Focus Identifying, understanding, and giving priority to meeting the needs of customers and potential customers	Managerial
Commitment to Excellence Sets the highest standards of performance for self and others in meeting the needs of the organisation	Operational
Continuous Improvement and Adaptability Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole	Managerial
Resource Planning and Management Planning, using and managing BES resources effectively	Operational
Analysis, Judgement and Decision Making Identifying key issues and making sound decisions	Operational
Information Gathering and Networking Establishing and maintaining good contacts both outside and within the organisation	Operational
Strategic Vision Seeing the wider picture and to taking a long-term view for the benefit of the Society	Operational

This is a description of the job as it is presently constituted, and from time to time you may need to undertake work beyond what is constituted here but is reasonably reflective within the scope and seniority of your role.

It is the practice of the British Ecological Society to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. The organisation aims to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.