

NCVS is a welcoming, supportive and culturally diverse organisation at the heart of Nottingham's Voluntary Sector, offering:

- Flexible Working Hours
- Excellent Annual Leave
- Generous Pension
- City Centre Location
- Training & Personal Development Opportunities
- Wheelchair Access & facilities for disabled people
- An active Equality and Diversity Group.

NCVS positively welcomes applications from all sections of the communities in which we work



Volunteer Centre
Nottingham

Volunteering Development Worker - Investing in Volunteers

37 hours per week (to Feb 09)

Salary £21,047 + up to 5% pension contribution

Can you help volunteer-involving organisations recruit, involve, manage and support their volunteers in the best way possible? We are looking for someone with good knowledge and experience of volunteering and the voluntary sector who can support organisations to achieve the Investing in Volunteers standard. You must be able to deliver outreach, training, information and support services to develop the capacity of organisations to provide diverse and high quality volunteering opportunities and assist organisations with targeted volunteer recruitment campaigns. You will need high standards in service provision and excellent communication skills.

Closing date: 9am, 29th April

Interviews: 8th May

Volunteering Partnerships Officer

37 hours a week (Maternity cover to Nov 08)

Salary £21,047 + up to 5% pension contribution

Are you a strategic worker with excellent communications skill? Are you knowledgeable and passionate about volunteering? We need someone to bring together and co-ordinate partners from voluntary, public and private sector organisations to work together on a city-wide volunteering strategy.

Closing date: 9am, 30th April

Interviews: 9th May

You will also:

- Review, develop and implement the volunteering strategy and help us secure funding for the work
- Co-ordinate and respond to local, regional and national campaigns affecting volunteering
- Provide information and support to a wide range of organisations and groups on good practice in recruiting and managing volunteers

Volunteering Marketing Officer

25 hours a week (to 31st March 2009)

Salary £20,402 pro rata + up to 5% pension contribution

We want to give more people in Nottingham the chance to be involved in volunteering – can you help?

Have you run successful marketing campaigns? Can you tell the diverse range of people in our community just how great volunteering is? You will run events, promotional campaigns and deliver high profile marketing of volunteering and volunteering opportunities. You will liaise with other volunteer involving partners and organisations to develop and implement a volunteering marketing strategy and design and produce effective marketing and promotional materials.

Closing date: 9am, 5th May

Interviews: 12th May

To receive more details on any of the above posts and an application form (CV's will not be accepted) please ring the NCVS Recruitment line on 0115 9349550 between 9.30am and 4.30pm or email: recruitment@nottinghamcvcs.co.uk or download an application pack from www.nottinghamcvcs.co.uk