



HONEYCOMB
GROUP



**VOLUNTEER
OFFICER**



CONTENTS

THE ROLE

ROLE DESCRIPTION 03

THE JOB 03

ABOUT OUR GROUP

OUR BRAND STORY 04

OUR PROMISES 04

OUR MISSION 05

OUR CULTURE & VALUES 05

HOW TO APPLY

THE PROCESS 06

GET IN TOUCH 06



THE JOB

VOLUNTEER OFFICER

REPORTING TO:
Business Development Business Partner

THE ROLE:

You'll be responsible for delivering a high-quality volunteer service in line with our mission and core values to provide a consistent volunteer experience across Honeycomb Group which is enjoyable and rewarding for our volunteers.



The job

- Develop and implement a volunteer recruitment strategy that will deliver an extensive pool of diverse and engaged volunteers across Honeycomb Group
- Recruit, build and maintain relationships with a wide range of regional volunteer sources, ensuring regular engagement leading to long term partnerships.
- Develop and deliver volunteer projects in line with the volunteer strategy.
- Promote volunteering, internally and externally and ensure that the impact of volunteers is celebrated.
- Develop and deliver the volunteer induction programme to maximise the engagement and contribution of each volunteer.
- Develop and deliver volunteer training, which ensures all volunteers can complete their volunteer roles effectively and become ambassadors for Honeycomb Group.
- Support the Business Partner: Business Development to implement the volunteer management policy and procedures

To do this job well you'll need:

- Significant experience of volunteering and volunteer management, ideally in a large geographically dispersed organisation.
- Ability to utilise their knowledge of volunteer best practice and the value volunteers add to support delivery and improvement of volunteer and volunteer manager experience.
- Ability to use data and insight to inform planning and decision making as well as sharing external trends and best practice.
- Experience of working collaboratively across different directorates, working in partnership with stakeholders to implement changes.
- Confidence in implementing strategic changes across the organisation, in line with volunteering strategy and compliance.
- Experience in developing and delivering successful recruitment, training and engagement programmes.
- Experience working with external organisations to create and promote volunteering programmes.
- Experience of monitoring and evaluating volunteer programmes.
- Experience of reporting on volunteer programme KPIs



About our Group

The Honeycomb Group is a team of social-minded brands **championing happy homes** in our region by providing services and support that help people across Staffordshire feel secure, connected and confident.

Whether it's developing and maintaining affordable homes, providing trusted home repairs and improvements, keeping people safe and well at home or providing support services that eradicate social issues isolating people from a happy home, Honeycomb Group is making our region vibrant.

our Proposition

Champions for happy homes

While our brands touch all of the different aspects of what make up a home, ultimately we are all working toward the same goal. We don't just look at bricks and mortar, but at the people inside, their wellbeing and opportunities ahead for them.

We know a happy home is so much more than just a shelter. It's a base where people feel able to make the most of their journey ahead. We champion the power of a happy home because one happy home opens the door to a community of people making a difference to the world around them. We're here to make sure everyone in the areas we work in can access and maintain a happy home of their own.

WHAT MAKES A
HAPPY HOME



our Vision

A progressive, passionate region with no barriers to a happy home

Close your eyes and think of a place that's full of life and energy. That's what we're aiming to do for every area we serve through the work we do.

We want to build stronger communities and grow local economies. We want to leave every place better than it was before we got there.



Our Mission

Breaking barriers, Building people, Bettering homes.

The Cause: What we're trying to do

We're breaking down all of the social and physical barriers to a happy home in our region.

The Actions: How we do it

We're elevating people by addressing the root cause from all angles: preventing, recognising, responding to and rehabilitating needs from the inside out for a long-term solution.

The Purpose: Why we do it

Bettering homes from every aspect, whether it's through the person or physical environment, so people feel secure, connected, confident and proud.

Our Culture & DNA

Social heart, Business mind

At Honeycomb Group we're driven by our social purpose. We're always thinking of people and places we're serving and putting their best interest at heart. At the same time, we're commercially focused, thinking of how we

can do things in a sustainable way so we can continue to do our good work for years to come. We'll always stay true to our values, but we'll do it in a way that works for everyone involved.

Our Values

At Honeycomb Group, we're connected by a set of collective values, keeping us all working in the same direction.

Be dead genuine

Our customer experience is different because we aren't all made from the same mould. We are who we are, no matter if we're in front of a customer or a colleague. We laugh, we cry, and we're not afraid to chuckle at our own mistakes. There's no script here, just people talking to people.

Never shut the door

Breaking down barriers and limitations starts with an open mind and an open heart. Don't close doors on new people or opinions. Value others' differences, respect their input and listen and learn with fascination. Most importantly, never be a Jonny Bravo – it's not all about you baby!

Chase curiosity & ambition

Whatever your passion is, be passionate about it. Fly without being afraid to fall. Take your curiosity and mould it into a new, creative way of thinking. Do what you can to give our business a fresh edge or approach, and, most importantly, be committed and proud to follow your ambition.

Be a leader in the field

Here's that old saying — do what's right even when no one's looking. Remember that your colleagues, our customers and the wider community are looking to you for guidance, so take accountability for your role and make a positive impact.

Come together

It's simple, but we simply couldn't forget to put it down. Believe in the power of collaboration; seek expertise from the wider team; and work together to create bigger and better solutions. If times are tough, have faith in your colleagues and never let the pressure break the pack.



Are you a fit for our Hive?

How to apply?

It's easy... Simply click the apply button at the top of this page and attach your CV or fill out our online application form!

You'll be asked to create an account or sign in with a social media page to submit your details, read our short privacy policy and then tell us where you heard about the role and you're on your way!

When will you hear back?

Whether you're successful or not we'll aim to get in touch within 7 working days of the closing date.

Got a question?

If there's something you're not sure of just ask!

Just email the HR team who will happily answer any questions on the recruitment process.

HR@honeycombgroup.org.uk

