



Position Title: *Volunteer Program Manager*

Location: *Remote*

Term: *Voluntary position. Perhaps 2 - 4 hrs per week*

Position Overview:

This voluntary opportunity will appeal to a savvy, people-oriented person able to balance programmatic, people management and engagement aspects of our outreach activity via a network of volunteers for our local branch of international disaster relief charity ShelterBox.

The position supports a network of volunteers engaging directly with the community and groups to promote and educate on the work of ShelterBox and encourage and support fundraising activities.

Our Volunteer Program is freshly redesigned but with capacity for you shape as we launch and implement it. The outcome of the program will make a visible and meaningful impact as we improve awareness of and engagement with ShelterBox in New Zealand.

The ideal candidate will be strategic and savvy, with solid professional experience, perhaps from domains like marketing and comms, HR, project management, or community engagement or fundraising. Being people-oriented is crucial. Balancing project detail, coordinating with multiple stakeholders, and engaging people to animate creative engagement & fundraising activity will be a natural mode for you.

Key Responsibilities:

- *Be the program owner for our Volunteer Program, overseeing day-to-day volunteer activity as well as review and change of the program to ensure ongoing effectiveness and relevance.*
- *Recruit, manage, facilitate volunteers ensuring individuals are empowered to operate effectively and to gain a sense of purpose and achievement from their relationship with ShelterBox and partners. This includes managing Volunteer training pathways, accreditations and ongoing access to information and resources.*
- *Coordinate with local and international teams to ensure consistency in our objectives, values and mission and execution from concept through delivery and overall program monitoring and review.*
- *Align Volunteer Program campaigns and resources with overall fundraising and engagement plans, ensuring consistency and cogency in our outreach efforts.*
- *As needed, liaise with donors, partners and other stakeholders to promote the Volunteer Program and support volunteer efforts.*

- *Maintain up-to-date records of resources and activity plans or calendars for Volunteer Program and from time-to-time report to partners and board on program performance.*
- *Manage timelines, budgets, and resources to ensure fundraising promotions and projects are delivered as agreed.*
- *Ability to operate in a remote mode with a high degree of autonomy and the focus and motivation to be self-directed.*

Qualifications:

- *Proven experience (5+ years) in comms, marketing, campaign coordination, program management or related roles.*
- *Strong organisational skills with the ability to manage projects in a dynamic, unsupervised environment.*
- *Excellent communication and stakeholder management abilities. Combine a learning attitude as you encounter our situation with a determination to bring your own knowledge to the table*
- *Creative thinker with experience in digital systems, event planning, and brand / cause-driven storytelling.*
- *Proficiency in marketing tools and project management software (e.g., SupporterHub our key CRM platform).*
- *Knowledge of or passion for the nonprofit sector and international development is highly desirable.*

What We Offer:

- *Opportunity to shape a high profile engagement strategy for a respected international charitable organisation in NZ.*
- *Collaborative environment with passionate team members and community partners from Aotearoa/New Zealand and across the world.*

How to Apply:

Submit questions, CV, cover letter to info@shelterbox.org.nz

ABOUT SHELTERBOX

We are a registered charity (CC49035) and we exist to support ShelterBox's mission, *No one without shelter after disaster.*

ShelterBox Aotearoa New Zealand is a charitable, non-aligned global disaster relief organisation specialising in supporting people displaced from their home due to disaster or conflict. We've operated for 25 years, helping some 2 million people in crises across Africa, The Middle East, Eastern Europe, Asia, and the Pacific.

Learn more at www.shelterbox.org.nz
and to express your interest in this role or ask any questions, please contact –
info@shelterbox.org.nz