Recruitment Pack
Volunteer Journey Manager
(Maternity cover)
We are taking action to harness and maximise the energy, creativity and determination of the current youth generation to tackle the most pressing and complex challenges facing our planet.

Julian Olivier, CEO, Raleigh International
Our vision. A fair, inclusive, and green world where young people confront the planet’s most urgent crises.

Our mission. To ignite youth-led action that creates solutions to the world’s most urgent problems.

We connect **young people** with the skills, networks, platforms, and experiences to lead action on the change they demand.
Raleigh International is a youth-driven development organisation. We focus on working for and with young people to inspire and make positive change in four areas: promoting youth in civil society, providing access to safe water and sanitation, protecting vulnerable environments and building livelihoods and enterprises.

By working through youth, we develop young leaders and ensure young people are connected, valued partners in development. Raleigh delivers impactful youth-driven projects in four different programmatic areas that all link to and support the UN’s Sustainable Development Goals.

Our way of working to achieve impact is by engaging young volunteers through three delivery programmes: national youth programmes where we work with national youth volunteers, Raleigh Expedition, and International Citizen Service (ICS), a UK government-funded development programme.

We have world-class partners and funders such as FCDO, Oak Foundation, Norec and RB; have been nominated for BOND International Development awards; are sector-leading in volunteer safety having helped create the BS8848 safety overseas standard; and have evidenced our impact with organisations such as the Overseas Development Institute and New Economics Foundation.
Why work for us?

What makes Raleigh International different…
Youth

We work with a global movement of young people who are generating solutions to the most urgent crises facing the planet. Young people use Raleigh International's unique 'Ignite. Equip. Mobilise.' model as they move from being contributors and collaborators on projects creating change, to initiators who are leading the action they want to see.

Ignite - we build pathways and experiences for young people to develop their confidence and leadership.

Equip - we support young people to build the skills and knowledge they need to develop solutions to global problems.

Mobilise - we unite young people with experts so they can turn their ideas for changing the world into action that they lead.

Your Impact

Raleigh’s size means that you can have a big impact on the organisation within your role. We run efficient teams with core, essential skillsets and it is likely that you will be able to help shape the strategy and implementation of your team’s plans, and bring your ideas to life. Each role in our organisation is essential and its impact can be felt on a day-to-day basis with the delivery of our programmes.

Our Culture

Raleigh is a friendly, positive and collaborative place that feels more like a family than a workplace. Our people are at the heart of the organisation. Connecting and sharing with each other and having fun together are as important as the work we do.

We’re also a learning organisation and believe very much in having the skills to succeed. Ongoing learning and development initiatives are something we are passionate about.

What makes us different?

Our model for change

Our unique ‘Ignite. Equip. Mobilise.’ model helps young people lead the change they want to see.

National youth programming

We know that true sustainable change will come from investing in the youth of the countries where we work.

Legacy of young active global citizens

For 35 years we have helped create youth leaders who are empowered to create lasting change in their communities.
Our Values

All organisations have their values, but Raleigh really is an organisation that strives to recruit based on cultural fit and hire people who really embody, not just embrace, our values. Above all we are an organisation of motivated doers, so our values are action-orientated. Here are our values and some stories from employees as to how they live those values.

“Create impact together.
We believe our voices and actions are stronger together. It is the ideas and power of an inclusive movement that changes the world.”

“Act with integrity.
We respect the qualities of real leaders, and we strive to embody them in everything we do.”

“Commit to learning.
We understand the importance of learning for growth and inclusion. We must listen to and learn from each other to create real change for everyone, everywhere.”

“Find the courage.
We stand up for what we believe is right, even if this means stepping out of our comfort zones.”

“Never give up.
Changing the world can be hard, but we will not stop until we have achieved all we set out to.”

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“I’ve been able to experiment with new technologies to celebrate the work we do in innovative ways.”
Chris, Senior Digital Communications Officer, UK

“No matter the role or country, we are all united in creating sustainable change together.”
Heleena, Senior Training Officer, UK

“We do not give up and we adapt to different cultures, contexts, people and countries to do our work in the best way.”
Hellen, National Volunteer Coordinator, Nicaragua
Now is the moment to renew, refresh, revitalise and relaunch our core volunteering programme, Raleigh Expedition, and to launch our new Re:Green programme – both must meet the challenges faced by this generation of young people. We will ensure all of our programmes continue to engage and ignite the passions and continued contribution of volunteers around the world.

Raleigh Expedition has over 35 years' experience of delivering meaningful leadership development programmes and creating impact with communities around the world. The programme remains unique in its global scope, history and ambition. It provides a solid foundation on which to continue and help young people meet the challenges of the post Covid-19 world.

We will apply our new vision, mission, and theory of change to our programmes. We will review our financial model, delivery format and look at how we can embrace new technologies. We will ensure we develop a truly inclusive programme, reaching a broader audience and engage a more diverse range of young people. We will focus on the views of young people in our global consultation so that Raleigh Expedition and Re:Green is fit to help them deliver their vision for the world. We will support young people from across the world by building their skills, broadening their horizons and global outlook, and developing their values through challenge-based experiential learning. We will support young people to develop themselves, find their people and the issues they care about, and understand their place in the world. We will ensure our volunteering programmes remain a key pathway to continued engagement of future generations of contributors, collaborators, and initiators of change.

Change starts here.
The Volunteer Journey Manager is responsible for leading a team that recruits volunteers and volunteer leaders, and provides information, support and responds to enquiries from all volunteers to ensure that they are ready and prepared for their volunteering programmes (the international Expedition and UK based Re:Green).

The Team ensures all volunteers are supported on their pre-departure journey and safe to go on a Raleigh programme, have reached their fundraising targets, have completed medical and safer recruitment checks, and through training and support they are prepared to start their programme.

Download the detailed job description and person specification [here](#).

Further Reading:

- [Tomorrow is Too Late](#) – the research findings of Raleigh International’s global consultation with young people
- [Now is the Moment](#) – Raleigh International’s 2020 to 2021 Bridging Strategy
- [Action Not Excuses](#) - a global youth-led environmental campaign supporting 100,000 young people to create green jobs, fight for zero waste and pollution, and reverse deforestation.
Role Details

Contract
12 month full-time maternity cover, fixed-term contract

Location
Although our staff are currently working from home, we hope to reopen our office in Westminster, London soon. Most staff will continue to work flexibly.

Salary
£36,914 – 38,909

How to apply
Apply via the Raleigh International website:
https://raleighinternational.org/about-us/work-for-us/

Closing date
5pm 30th April 2021

Equity, Diversity & Inclusion
Raleigh International welcomes applicants from all backgrounds, and we are keen to ensure our teams reflect the diversity of the UK and the young people we work with. We are dedicated to greater diversity and inclusion within our own organisation and strive to provide equal opportunities to people of all races, ethnicities, religions, genders, sexual orientations, gender identifications and abilities. We have a ‘fair recruitment and selection’ policy to help us ensure that our recruitment processes are conducted in a fair, non-discriminatory and legitimate manner. We encourage applications from underrepresented groups to help us deliver our exciting new strategy.
Office hours
Normal UK office hours are Monday to Friday, 9am - 5pm, though staff can vary their start and finish times between 8am - 4pm and 10am - 6pm. Ideally this role will be on the Raleigh Duty Manager roster which will involve some out of hours duties.

Equal opportunities, safeguarding and vulnerable adults
Raleigh International is committed to ensuring equal opportunities and the health, safety, welfare and development of all people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All staff and participants who take part in activities organised by us should enjoy working and taking part without fear of harm. We guide all staff and participants to show respect for and understanding of people’s rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

Employment eligibility
To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

Anti-corruption policy
It is Raleigh International’s policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh’s policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.
Not only does a career at Raleigh International offer fulfilling job satisfaction and impact, but we take seriously investment in our best resource – our people. As an employee of Raleigh, you will be able to access the following benefits:

**Holiday entitlement**
The holiday entitlement for full-time staff is 25 working days per year, plus 8 public holidays. Part-time staff receive a pro-rated entitlement.

**Volunteering leave**
We believe in the power of volunteering. That's why we offer every employee twenty-eight hours (four days) volunteering leave per year (pro-rated for part time staff).

**Employee Assistance Programme**
Raleigh is part of an employee assistance programme which offers round the clock support for employees and their immediate family members on a wide range of work and personal issues.

**Wellbeing programme**
We know that healthy bodies and minds are important. Whether it’s yoga sessions in the office, fruit on a Monday or cultural lunchtime excursions, Raleigh Head Office strives to offer a mix of activities.

**Season ticket loan**
Interest free loans are available to allow staff to save money and purchase season tickets. The loan is paid back monthly via deductions from your salary.

**Cycle to Work scheme**
Raleigh offers a cycle to work scheme that enables a discount towards any bicycle you purchase for the purpose of getting to work.

**Other benefits**
Also available to staff are enhanced maternity/paternity/adoption pay, life assurance, pension scheme, study leave, staff discounts and free eye sight tests.