



Job Description

Job Title	Volunteer Manager
Organisation	Radio Bath CIO
Location	Radio Bath, River Tree House, Lower Bristol Rd, Bath BA2 9ES
Hours	Minimum of 3 hours per week on a regular basis. We offer fully flexible volunteering hours, so you can contribute at times that work best for you.

About Radio Bath CIO

Radio Bath CIO was co-founded by Steve Fountain, Simon McNeill-Ritchie and Loraine Morgan-Brinkhurst MBE in November 2019, and launched one year later. A registered charity (no. 1193978) operating 24/7 under a commercial Digital Audio Broadcasting (DAB) licence and online. Radio Bath CIO is a highly innovative model seeking to restore Independent Local Radio to our towns and cities on a sustainable basis.

Specifically, Radio Bath CIO provides local news and other information of benefit to the community, and interviews over 1,000 guests each year. We also bring the community together through our own events, as well as the media partner for the Bath Half marathon, Peasedown Party in the Park, the Rotary Club's fireworks display, and many other events.

Radio Bath CIO is now seeking to create a Community Media Hub to provide opportunities for people of all ages to gain confidence in their digital media skills, explore their creativity and improve their educational and employability prospects.

What you'll do

- Lead the recruitment, onboarding and coordination of volunteers across Radio Bath's programmes and events.
- Work closely with the Senior Leadership Team to identify volunteer needs and develop new opportunities.

- Organise and deliver engaging induction sessions and ongoing training for volunteers.
- Provide day-to-day support, guidance and encouragement to ensure volunteers feel valued and motivated.
- Maintain accurate volunteer records, schedules and communication systems.
- Monitor volunteer engagement and performance, offering feedback and recognising contributions.
- Develop and improve volunteer processes to enhance efficiency and overall service delivery.
- Ensure safeguarding, health & safety and compliance procedures are followed at all times.
- Help foster a positive, inclusive and collaborative volunteer culture.

What we're looking for

- Strong organisational and communication skills.
- Experience in coordinating people, teams or volunteers (desirable but not essential).
- A proactive and approachable individual who enjoys supporting others.
- Ability to build positive relationships with people from diverse backgrounds.
- Confidence in planning, problem-solving and managing multiple tasks.
- Commitment to inclusivity, safeguarding and best practice.
- A genuine interest in community work and local media.

What you'll gain

- Experience in volunteer management, leadership and coordination.
- The opportunity to shape and grow a volunteer programme within a community organisation.
- Development of organisational, communication and people-management skills.
- A chance to make a meaningful impact in your local community.

- Experience working alongside a passionate and supportive team.

Interested?

If you'd like to find out more, please email volunteer@radiobath.com

If you'd like to apply, please email volunteer@radiobath.com with your name, email, phone number and a short introduction as to why you would like to volunteer for us.