



WOLVES  
LANE  
CENTRE

WOOD GREEN, N22

FEBRUARY 2026

# RECRUITMENT PACK

## VOLUNTEER MANAGER



# VOLUNTEER MANAGER

- Job Title: Volunteer Manager
- Closing date: 17.00 GMT, 15th March 2026
- Interviews: 24th March 2026
- Reports to: Operations and Facilities Manager
- Location: Wolves Lane Centre, Wood Green
- Pay: £38,000 gross per annum, pro rata
- Part Time Equivalent: (£22,800 gross per annum, 22.5 hours per week )
- Type of Contract: 2-year fixed term contract
- Annual Leave: 28 days full time including bank holidays
- Pension: 3% employer pension contribution on eligible earnings

## About the Role

This exciting role is a first for The Ubele Initiative and Wolves Lane Centre. Wolves Lane has been the home of Ubele since Jan 2018 and a Consortium member since 2019. The Ubele Initiative and Wolves Lane Centre want to operationalise the volunteer offering across the two organisations to maximise the benefit of collaboration.

This role is a key hire for the development of Wolves Lane Centre. You will be employed by Ubele Initiative CIC and seconded to Wolves Lane Consortium and reporting directly to the Operations Manager. This is an onsite role.

The Volunteer Manager is responsible for developing, coordinating, and supporting a positive, inclusive, and well-structured volunteer programme across the organisations, including work connected to other site users. The role ensures that volunteers feel welcomed and continue to feel valued, safe, and supported, while also enabling the site to run smoothly and productively. A key part of the role is holding both the practical and human sides of volunteering, supporting people to connect with the land, learn new skills and feel a sense of belonging. Whilst we have volunteers across two organisations this role will manage both. If you have a head for people management and a heart for horticulture you could be the person we are seeking.

## ABOUT WOLVES LANE

Wolves Lane Centre is a former council-run plant nursery and community food growing site in the heart of North London. Today it is a multi-use horticultural centre where food growing, learning, enterprise and community life come together. The site is home to a range of growers, programmes, and partners, including Black Rootz, a Ubele project, grounded in social justice, food heritage, and growing practices from across the diaspora.

Our vision is of a thriving, community-rooted food growing and learning space where land, food and people are deeply connected, and where diverse and marginalised communities shape how food is grown, shared, and understood.

Our mission is to grow food using agroecological and ecologically responsible methods, to create accessible pathways into volunteering, learning and land-based work. Using food and growing as a tool for community wellbeing, skill building, and empowerment. We also act as a platform for collaboration between grassroots groups, growers, educators, and enterprises working towards fairer food systems.

## ABOUT THE UBELE INITIATIVE

The Ubele Initiative was established in 2014 as an African Diaspora-led intergenerational social enterprise. In 2023 Ubele became a not-for-profit community interest company (CIC)

Our mission is helping to build more sustainable Black and racially minoritised communities across the UK. Over the past few years, we have designed and delivered a wide range of local, regional, national, and international initiatives which seek to create and build community wealth. We do this by pursuing the objectives in our strategy, for which we have recently undertaken a review.

Ubele supports community-led organisations and groups with their community assets (people, organisations, and physical space). We use social action, community enterprise development, participatory learning & skills development, and next-generation leadership initiatives.

You can find further information about us here: [www.ubele.org](http://www.ubele.org)

## JOB DESCRIPTION

### Recruitment and the Volunteer Cycle

- Lead on drafting volunteer role descriptions in collaboration with the recruitment lead.
- Undertake advertising of volunteer opportunities across multiple platforms ensuring best practice in relation to safer recruitment and equal opportunities practice.
- Work with referral partners and community organisations where appropriate to support participation.
- Be responsible for the onboarding of volunteers including right to work checks, induction scheduling, and induction reviews.
- Manage volunteer leavers and the change in relationship, ensure volunteers are removed from any formal communication channels and receive an exit interview to document their experience.

### Training, Learning and Development

- Ensure all volunteers are compliant with the essential training modules such as Safeguarding, Health and Safety and GDPR and maintain records of the same. Report on these as required.
- Lead on designing a progression pathway for volunteers who may wish to move into other areas of learning, traineeships or apply for other opportunities.
- Work closely with growers and other staff to plan and coordinate volunteer involvement and support staff to work confidently and positively with volunteers.

### Systems and Organisation

- Be responsible for maintaining the volunteer's personal information in the BrightHR system and in compliance with GDPR rules.
- Lead on systematising the volunteer rotas whether regular volunteering or one-off activities.
- Tracking attendance and ensuring we know who is on site when.

### Volunteer Team Culture and Management

- Lead the day-to-day coordination of the volunteer programme across growing areas, site care, and related activities
- Act as line manager for the volunteers, having regular opportunities for feedback such as one to ones and communicate key messages from organisation leads that are applicable to the volunteers.

- Lead on buddy / peer support approaches within the volunteer programme ensuring equality of experience of the volunteers.
- Foster a positive, respectful, and inclusive culture on site where people feel a sense of belonging
- Dedicate a portion of time to undertaking the tasks expected of volunteers working hand on alongside volunteers and developing a deeper knowledge and understanding of their day to day.
- Work closely with all site users to ensure volunteers are integrated into real site activities, particularly the growers team.

#### Monitoring and Evaluation Activities

- Gather feedback [quantitative and qualitative] from volunteers and support the ongoing development of the volunteer programme
- Contribute to monitoring and reporting requirements linked to funded volunteer activity
- Ensure information required for reporting is up to date and accurate in time for reporting deadlines and that those deadlines are met.
- Support funding applications where appropriate.

#### Compliance

- Ensure volunteer activities and management follow all organisational policies, including safeguarding, health and safety and equality applicable to the volunteer.
- Maintain clear professional boundaries and escalate safeguarding concerns in line with procedure
- Ensure that applicable internal policies and procedures are followed through in all areas of work.
- Also treat with confidentiality any information that could be deemed as personal, private, or sensitive and comply with both organisations GDPR and Safeguarding requirements.

#### Working with the Wider Team & Partnerships

- Help build and maintain relationships with community partners linked to volunteering and learning opportunities
- Represent the volunteer programme internally and externally when required
- Represent the organisations externally when required

#### Other

- To attend and participate in internal and external meetings as required.
- To attend relevant training to fulfil the requirements of the job.
- To undertake other duties which may from time to time be required and which are appropriate to the responsibilities of the post.

## Person Specification

### Knowledge

- Interest in sustainable food growing and community-led work
- Knowledge of the full volunteer cycle including recruitment, onboarding, supervision, development and exit processes
- Knowledge of safer recruitment principles and equal opportunities practice
- Understanding of safeguarding legislation and procedures, particularly when working with vulnerable adults and/or young people
- Knowledge of GDPR and data protection requirements in relation to volunteer records

### Skills

- Strong organisational skills with the ability to manage rotas, records, and multiple volunteer streams simultaneously
- Ability to write clear engaging content for varied audiences and for different purposes.
- Confident communicator with the ability to build and maintain positive relationships across teams and with community partners
- Ability to support, motivate and line manage volunteers with understanding and mutual respect.
- An overall good level of IT skills, and a variety of online platforms.
- Ability to handle confidential and sensitive information appropriately
- Strong interpersonal skills with the ability to foster an inclusive, respectful, and supportive team culture with a warm, inclusive, and supportive approach.
- Comfortable working outdoors in a practical role year-round

### Experience

- Experience of coordinating or managing volunteers or similar groups.
- Supporting people with additional needs and mental health conditions.
- Working in and understanding the needs of an on-site environment
- Experience of recruitment and onboarding processes of volunteers.
- Maintaining records and ensuring compliance with safeguarding, H&S and GDPR
- Experience of working collaboratively within a multi-disciplinary team
- Working with community partners or referral organisations
- Coordinating volunteers organisational training and assisting them with their individual development plans.
- Experience of supporting monitoring and reporting requirements

### Desirable

- Practical horticulture or food growing experience such as seed sowing, planting, harvesting, composting and general site care
- Knowledge of agroecological growing practices that enrich living, biodiverse systems

#### How to apply:

Instead of a traditional cover letter, please share your CV and answers to the following questions in a maximum of two A4 pages:

- What about this role attracted you to apply for it?
- Addressing each point in the person specification please address how your skills and experience, including transferable skills, mean that you would be a great candidate for the role.

Applications should be sent to [recruitment@ubele.org](mailto:recruitment@ubele.org) with "Volunteer Manager" in the subject line. Applicants must be legally eligible to work in the UK.

Once we receive your application you will be sent a link to our diversity form which assists us in measuring the diversity within our recruitment processes. This form is voluntary, anonymous and confidential, only accessible by our HR team. The answers you give are in no way linked to your application and cannot be traced to your name.

#### We can offer:

The Ubele Initiative fosters a caring intergenerational creative and flexible work environment that promotes collaboration, team wellbeing, respect, and professional development.

Ubele encourages professional development as a part of our culture and values. Ubele provides opportunities for training in mental health and first aid, collaboration, and mentorship. Ubele hosts away days, annual retreat, local and international courses, learning sessions and social events.

#### Support

- Access to Bright Wellbeing 24hr advice line and counselling service.
- Access to Health Assured App
- Access to Bright Safe Health & Safety management software and a variety of training courses.

The Ubele Initiative CIC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We particularly encourage applications from communities that have historically been excluded from philanthropy and from underrepresented groups including candidates who are LGBTQ+, from Black and racially-minoritised communities, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, and from less advantaged socioeconomic backgrounds. Please notify us if you require any reasonable adjustments to be made to the recruitment process by sending an email to [recruitment@ubele.org](mailto:recruitment@ubele.org) with your request.



The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties and will be subject to review from time to time. The post holder may be required to undertake such other duties as may be required.

This vacancy may be closed early if sufficient applications have been submitted. It is our policy to review all applications within two weeks of the stated closing date. All candidates will be informed of the outcome of their application.

Thank you for your time and consideration and we look forward to receiving your application.

**THE**  
**UBELE**   
**INITIATIVE**

@ubeleinitiative  
<https://ubele.org/>