

Role Description – People Manager

Job Title: County Marra People Manager

Responsible to: Delivery Lead

Responsible for: Recruiting and managing a team of volunteers

Job Summary: To work with the Marra management team to recruit and manage volunteers to successfully deliver the event.

Main Activities:

Pre Event

- Engage and work effectively with the Marra Team to deliver to the objectives
- Contribute to the Event Plan/planning
- Ascertain people requirements for event – people plan
- Recruit people to assist with the delivery of the event to meet people plan
- Support the DBS process as needed
- Ensure volunteers are engaged

During Event

- Lead and Manage volunteers
- Lead to Camp Service Team
- Volunteer wellbeing
- Recruit Group volunteers to assist event
- Contribute to the events Health and Safety as required

Post Event

- Participate in the event review

Proven Experience:

- Leading meetings.
- Managing and motivating volunteers.
- Confident with modern software.

Time Requirements:

- Weekly: 1 hour for emails, calls etc
- Monthly: regular meeting
- Occasional: site visits, meetings as required
- Event: prior (1 days), during the event and post (1 day)

Appointment: Until completion of event evaluation.