

Volunteer Project Manager

Role Title: Volunteer Project Manager

Location: Remote, with occasional in-person meetings/events as needed

Time Commitment: Approximately 3-8 hours per week, flexible around your availability

Suggested Duration: While there is no minimum time requirement, we hope volunteers can commit to at least **6 months** to fully benefit from the experience. However, we welcome your contribution for as long as you're available, and you are free to leave at any time.

About Us: TechJumpstart Hub CIC is a community-driven organization focused on empowering underrepresented groups, particularly women and young people, to access technology, develop digital literacy, and explore career pathways in tech. Our mission is to break down barriers to digital inclusion, ensuring everyone can thrive in a tech-enabled world.

Why We Need You: Our projects, especially the "Be Courageous with Technology" (BCT) program, are pivotal in promoting digital inclusion. As a Volunteer Project Manager, your support in planning, organizing, and monitoring these initiatives will be invaluable in achieving meaningful outcomes for our community.

What Are Your Key Responsibilities?

- **Project Planning and Coordination:** Assist in developing project timelines, milestones, and action plans for initiatives like the BCT program, focusing on efficient delivery and effective resource use.
- **Volunteer Coordination:** Support the recruitment, onboarding, and scheduling of volunteers for program-related activities, fostering a positive and collaborative volunteer culture.
- **Monitoring and Evaluation:** Track project progress, gather feedback, and support impact measurement, ensuring activities align with TechJumpstart Hub CIC's mission.
- **Stakeholder Engagement:** Act as a point of contact for community partners, beneficiaries, and other stakeholders, helping to maintain strong working relationships.
- **Resource Management:** Help manage project resources, such as materials and budgets, within project constraints.

What Skills and Experience Are We Looking For?

- Strong organisational skills, with experience in project management or event coordination.
- Excellent communication and interpersonal skills, able to work collaboratively with diverse teams.

TECHJUMPSTART HUB CIC

- Self-motivated and able to work independently while keeping team members updated on progress.
- Experience in community-focused or voluntary organizations is beneficial but not essential.

What This Role Can Offer the Volunteer:

- **Induction and Training:** Comprehensive induction and relevant training will be provided, with ongoing support from the TechJumpstart Hub CIC team.
- **Skill Development:** Opportunities to develop project management and leadership skills.
- **Community Impact:** The chance to make a tangible impact on our community and be part of a passionate team working towards digital empowerment.
- **Expenses:** Reimbursement of reasonable travel and lunch expenses as per our volunteer policy.

Young People and This Role: We are proud of having a diverse volunteer base made up of people from different backgrounds and ages. The minimum age for this role is 18 due to the responsibilities involved. However, we welcome younger volunteers in other capacities and encourage you to explore those opportunities.

Application Process: If you're interested in helping us make a difference, please send a brief email detailing your relevant experience, why you'd like to volunteer for TechJumpstart Hub CIC and your updated CV to admin@techjumpstarthub.co.uk. We look forward to hearing from you!