



Volunteer Project Manager

Hours: Full-time 37 hours per week, multi-site
(Mon – Fri with occasional evening/weekend support for events)

Salary: £37,700 FTE

Benefits: 7% employer pension contribution, 25 days' annual leave plus bank holidays

ABOUT LAUNCHPAD

We are a registered charity for the homeless providing vital information and support for vulnerable individuals, couples and families in Reading who do not have a stable place to live or are at risk of losing their home.

Founded as a soup kitchen in 1979 by students at the University of Reading, the charity now provides a holistic service that works in three ways - we prevent homelessness, provide homes and rebuild lives. Launchpad offers accommodation-based support and works with our tenants on a range of support needs including advice and advocacy, life skills, budgeting, mental health, drug / alcohol addiction as well as support around education, training and employment.

THE ROLE

We are looking for a Volunteer Project Manager to be responsible for leading, developing and delivering Launchpad's Volunteer Strategy, ensuring volunteers remain at the heart of the organisation and contribute positively to services, communities and client outcomes.

The post holder will oversee the recruitment, development, retention, supervision and recognition of volunteers, student placements, peer mentors and interns, whilst ensuring compliance, governance and safeguarding requirements are met. The role will also identify new opportunities for volunteering, strengthen community partnerships and support the growth of projects and services that increase Launchpad's capacity and impact.

We are looking for a candidate who has:

- Knowledge of volunteer services
- Knowledge of homeless services and/or vulnerable people
- Experience of managing and/or developing services
- Experience of taking a lead in developing a service and has translated that into an operational strategy
- Able to work in a target driven environment and able to meet or exceed contract targets
- Has excellent communication, networking, negotiation and influencing skills to build strong relationships at senior levels

- Excellent understanding of grant management and key performance indicators, outcomes
- Ability to work flexibly across locations, as well as promote the service and maintain relationships with partners
- Able to monitor and evaluate data and costs and use to make decisions, drive new ideas
- Excellent programme and/or project management experience
- Proven track record in managing significant and complex operations, and developing policies
- Experience of multi-agency working and developing service level agreements and effective working partnerships
- Experience of representing an organisation externally at meetings and forums, and influencing external agencies
- Experience of developing strategic Board level papers
- Experience of managing significant budgets and reporting through to Board level
- Substantial experience of managing people, volunteers and peer mentors and experience in performance management

The closing date for applications **is Wednesday 9th September 2026**. Please be aware this advert will only remain open until the vacancy has been filled. Interviews will take place throughout this period.

Please click [Here](#) to read the full job description

Please click [Here](#) to apply for the job

Whilst appointments will always be made on the merits of the application and performance in the selection process, Launchpad is committed to achieving greater diversity, inclusion and equity in our workforce – and actively encourages and welcomes applications regardless of sex, gender, race, age, sexuality, beliefs or disability. If you require any adjustments to the application, recruitment or selection procedure, please contact our HR team.