

RECRUITMENT DRIVE

RECRUITMENT AND VOLUNTEERS MANAGER

Role Title: Recruitment and Volunteers Manager

Organisation: British Powerlifting

Role Type: Volunteer

Reports to: CEO, British Powerlifting

About the Role

British Powerlifting is seeking a motivated and organised Recruitment and Volunteers Manager to support the continued growth and governance of the sport. This volunteer role will lead on the recruitment, onboarding and management of volunteers across the organisation.

Working closely with the CEO and British Powerlifting committees, the postholder will ensure that all volunteer recruitment and management processes follow UK legislation, good governance practices and sport sector standards. The role is central to helping the organisation attract, support and retain talented volunteers who contribute to the development of powerlifting across the UK.

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Key Responsibilities

Volunteer Recruitment

- Lead and coordinate recruitment of volunteers across British Powerlifting.
- Develop clear and fair recruitment processes in line with UK volunteer recruitment guidance and good governance standards.
- Support committees in identifying volunteer needs and creating clear role descriptions.
- Ensure recruitment processes are transparent, inclusive and compliant with relevant legislation.

Volunteer Management & Support

- Maintain an overview of the organisation's volunteer structure and roles.
- Support the onboarding and induction of new volunteers.
- Act as a central point of coordination for volunteer recruitment and management.
- Work with committees to ensure volunteers are supported in their roles.

Governance & Compliance

- Ensure recruitment and volunteer management processes align with recognised good governance practices and UK Sport Tier 1–3 governance expectations.
- Work with relevant committees to ensure appropriate checks (e.g. eligibility or safeguarding-related checks where required) are completed and maintained.
- Maintain appropriate records relating to volunteer recruitment and ongoing requirements.
- Help ensure British Powerlifting continues to operate in a transparent and well-governed manner.

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Collaboration

- Work closely with the CEO and British Powerlifting committees.
- Provide guidance to committees on best practice in recruiting and supporting volunteers.
- Help ensure consistency in volunteer recruitment and management across the organisation.

Person Specification

We are looking for someone who is:

- Organised and able to manage recruitment processes effectively
- Interested in good governance and best practice in sport organisations
- Comfortable working with committees and volunteers across different areas
- Able to communicate clearly and work collaboratively
- Passionate about supporting volunteers and growing the sport

Experience in recruitment, HR, volunteer management, governance or sport administration would be beneficial but is not essential.

What You'll Gain

- The opportunity to play a key role in the growth and development of powerlifting in the UK
- Experience working within a national sport governing body environment
- The chance to help shape fair, transparent and well-governed volunteer recruitment
- Working alongside a dedicated team of volunteers who work hard for each other and for the sport
- Experience supporting governance practices aligned with UK sport governance standards

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Most importantly, you will be contributing to a community that is committed to developing the sport and supporting athletes, officials and volunteers across the country.

Time Commitment

This is a volunteer role with flexible hours. The time commitment will vary but is expected to average a few hours per week, depending on recruitment activity.

How to Apply

If you are passionate about supporting volunteers and helping powerlifting continue to grow in a well-governed and sustainable way, we would love to hear from you.

Email in your CV and cover letter to board@britishpowerlifting.org