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**VOLUNTEER CO-ORDINATOR**

**21 hours**

**JOB DESCRIPTION / PERSON SPECIFICATION**

The Volunteer coordinator will be required to negotiate with a variety of new and existing placement providers and potential training partners to develop, increase and maintain a regular flow of appropriate referrals. Furthermore, they will be required to Organise and deliver information talks to various groups and organisation’s in order to raise awareness of our Volunteering & work-based opportunities.

The Volunteer co-ordinator will also ensure that all contacts are responded to and that interviews, induction and supervision for placements are set up internally. The post holder will need to develop and understand the type of placement opportunities available, throughout the organisation, and build relationships with all team members to ensure that new placements are matched appropriately within the organisation.

The Co-ordinator will facilitate the running of the Helping Hands Charity shop and Food bank to allow service usesr to access volunteering opportunites. They will also support the REPAIR Café.

Funded via the European Social Fund

**Duties and Responsibilities**

SYSTEMS DEVELOPMENT

* Implement, monitor and review our volunteer recruitment strategy for all new placements
* Draft (for team discussion), a strategy for meeting the aims and objectives of this project. In particular, set standards for: involving work experience placements; negotiating placements with other organisations; planning recruitment; ongoing development of the project. .
* Assist with promotional and awareness raising events. Provide information talks as required.
* Develop procedures and ways of recognising and rewarding Volunteers, along with systems to monitor and evaluate our achievements.
* Investigate appropriate external award schemes, which will provide recognition for our Volunteer placements.
* Identify and providing training to placements, including what training can be provided internally, using the knowledge & experience of existing members.
* Implement, monitor and review agreed strategy.
* Maintain, review and update organisational volunteer policies and procedures to ensure that national best practice is reflected
* Work to maintain organisation’s Investing in Volunteers status leading up to next external review.
* Provide reports to Management Team Meetings.
* Organise monthly “Volunteering/Placement” meetings with Supervisors.
* Working as part of the team, arrange for the introduction of new and additional placements.
* Prepare written Strategy with time scales for developing partnership with other organisations – update & review.
* Investigate opportunities to link with other organisations to provide accredited training to work-based placements.
* Negotiate with and support Community partners to encourage placements to work with us to deliver the aims and objectives of this project.
* Provide written reports.
* Provide general induction
* Instruction on specific post-related duties will be provided by post Supervisor.
* Liaise with the line manager and placement on a regular basis to ensure: suitability to the post; identify training needs; address concerns etc.
* Provide monthly reviews

ADDITIONAL DUTIES

* Any other duties, as and when required, i.e. to provide cover during sickness/ holiday absence for other employees.

**Hours of work**

The Volunteering coordinator will work a 21hrs per week to be agreed by the Project Manager , to fit in around the needs of the volunteers.

The duties of this post may be subject to change dependent on the needs of the project. Any changes will be discussed fully and agreed.

**Person Specification:**

**Essential experience and skills**

* An understating of the issues surrounding Domestic Abuse – E
* Ability to deliver training – D
* Understanding of Agored Cymru accredited units and qualifications - D
* An understanding of having worked with Volunteers - E
* Experience of working with people and good people skills - E
* Excellent organisational skills - E
* Excellent IT skills including use of all Microsoft office applications inc social media - E
* Excellent communication skills, both verbal and written - E
* Excellent literacy skills - E
* Ability to prioritise workload while working under pressure - E
* Understanding of equal opportunities and its practical application - E
* Proven ability to work as a member of a team - E
* Ability to work flexibly - E
* A good understanding of Health & Safety - D
* Ability to produce reports of a high standard – E

**Desirable experience and skills**

* Ability to speak Welsh
* Ability to drive and possess a clean driving license.
* PGCE or PCET