

Job title: Volunteer Co-ordinator

Main purpose

Overall responsibility for the coordination of the volunteering opportunities within the Carmarthenshire projects, supporting new and existing volunteers. To manage the recruitment of new volunteers and oversee their support and supervision. To work with colleagues across Carmarthenshire to establish the needs of projects and find suitable placements for volunteers. To identify suitable training and development opportunities for new and existing volunteers. To fully embed volunteering within the organisation by reviewing the current systems to ensure opportunities are as accessible as possible and that there is a clear and consistent approach to volunteering across the projects. To work towards and achieve Investing in Volunteers accreditation.

The post holder will be a champion for the compassionate ethos of Plant Dewi, which is rooted in its Christian values of showing love, kindness and hospitality to those in need, ensuring services are delivered in accordance with principles of equality of opportunity

Position within the organisation

Trustees

Plant Dewi Manager

Volunteer Coordinator

Main duties:

Coordination of volunteering opportunities

- To work closely with colleagues from across Carmarthenshire to find out the needs of the projects and identify volunteering opportunities
- Develop appropriate volunteer placements

Recruitment of volunteers

- Advertise volunteering opportunities
- Promote opportunities to external organisations and voluntary associations
- Receive applications
- Manage the selection process
- Carry out background checks and DBS checks

Arranging training and support

- Introduce volunteers to key members of staff
- Find appropriate mentors
- Support the induction programme for volunteers assessing training needs.
- Source and arrange relevant training

Supporting volunteers

- Ad hoc meetings with volunteers
- Evaluate their progress and training needs
- Develop good working relationships with volunteers to support their professional development and ensure that they feel valued within the team.

Administration

- Carry out a review of the volunteering policy and associated paperwork to make sure it is easy to understand and is appropriate for all levels of volunteering.
- Develop a volunteer handbook.
- Ensure that any updated policies or procedures are communicated to the wider team to ensure a consistent approach to how all volunteers are supported.
- To work towards and achieve the Investing in Volunteers accreditation.

Budgeting

- To be responsible for managing the budgets associated with volunteer expenses, events and training.
- To submit volunteer expense forms to the finance officer in the timescales requested.
- To submit requisitions for training costs to the Project Manager for authorisation.

Rewards

- To coordinate and organise ways in which volunteers can be recognised for their contribution to the work of the organisation, e.g. issuing certificates, setting up and managing time credits, organising volunteer events and publicising the work of volunteers.

What Plant Dewi can offer you

Plant Dewi strives to provide a rewarding work environment. We want to attract committed and experienced staff who will use their skills and experience to enable us to build on outstanding work with families. This is an opportunity for creative practice development in a responsive and established charity utilising the skills and experience of our staff.

Plant Dewi provides a supportive workplace and the opportunity for the right person to make a difference.

Benefits include 28 days paid annual leave + 8 statutory days. Plant Dewi operates a work place pension with the NEST Pension Scheme.

Plant Dewi is committed to equality and diversity and welcomes applications from all sections of the community. We expect all staff to have empathy with Plant Dewi's Christian value base. Plant Dewi works with children and families of all faiths and none.

A DBS (Disclosure Barring Service) disclosure will be required for the post.