



Thanks for enquiring about our exciting new role at The SAFE Foundation HQ.

We are a small, dynamic international development charity based in Cardiff. We work all over the world, including in Wales, supporting people living in some of the most impoverished communities in the world by helping them get access to Education and health services and we help them to build skills for the future. In Wales we work with young people living in areas of deprivation and who are not in employment, education or training, and help them to gain new skills and direction through volunteering opportunities in the UK and overseas. We are creative, passionate and dedicated and we are looking for someone who will bring even more energy to our team.

We are now focussing on expanding our amazing teams of volunteers and need an experienced and passionate volunteer co-ordinator to get on board.

The volunteer co-ordinator will be responsible for the recruitment, training and support of new and existing volunteers in the following teams:

Events and Fundraising – this team will be able to plan and deliver an exciting and innovative calendar of events throughout the year to raise funds to support our projects. 100% of what they raise will be put towards helping our beneficiaries. They will also gain invaluable skills in events management, project management, planning, budgeting, public relations, communication and so much more.

Trade – this team will be able to support our ethically traded craft project with our partners in Uganda and India. The volunteers will be involved in ordering and managing stock, booking and manning stalls, advertising and promoting our initiative and products online and in person as well as setting up partnerships with shops and outlets all over Wales.

Training – As part of our commitment to Global Citizenship, we have developed and deliver training to groups about topics such as Immigration, Media and Cultural sensitivity. The volunteers in this team will be responsible for keeping the course content current and relevant, selling and booking the course with a variety of public, private and third sector organisations and delivering the course content to individuals and companies around Wales.

How to apply – Send your CV with a covering letter and a personal statement with your experience and qualifications and why we should hire you to 4 Dock Chambers, Bute Street, Cardiff, CF10 5AG or [info@thesafefoundation.co.uk](mailto:info@thesafefoundation.co.uk) no later than 5pm on 19<sup>th</sup> feb

Interviews will take place 24<sup>th</sup> -26<sup>th</sup> feb with immediate start.