



The SAFE Foundation

Registered in England and Wales: 1117864

Job Title: Volunteer Coordinator

Responsible to: Operations Director

Job purpose:

To coordinate and develop The SAFE Foundation's volunteering programme which involves volunteers in international development and global citizenship in The U.K and internationally.

The Volunteer Coordinator will recruit, train and support volunteers in a variety of roles across the organisation, including the Peer to Peer global citizenship education programme, and international volunteer opportunities that arise.

Additionally the Volunteer Coordinator will liaise with external organisations to promote The SAFE Foundation's volunteering opportunities via a wide range of communication methods.

Tasks and Responsibilities:

Volunteer recruitment, training and support

- To develop and maintain links with local community groups and other organisations and businesses in order to recruit volunteers.
- To match volunteers with suitable opportunities within The SAFE Foundation's volunteer programme.
- To coordinate, develop and deliver appropriate training for volunteers
- To develop and maintain links with external training providers for the progression of volunteers
- To monitor and review volunteer placements to ensure volunteers receive sufficient support and achieve their goals.

Volunteer management

- To maintain good practice policies and procedures in volunteer management and ensure The SAFE Foundation's staff are kept up to date with developments in the volunteer sector.
- To work with staff to develop new volunteering opportunities within The SAFE Foundation.

Partnership working

- To develop and maintain good working relationships and referral pathways with relevant organisations who provide training and volunteering opportunities for volunteers.

Information, marketing and promotion

- To work alongside the communications team to design a range of marketing materials in accessible formats to promote The SAFE Foundation's projects.
- To disseminate marketing materials to a wide range of audiences
- To attend events, such as volunteer fairs and community events, to promote The SAFE Foundations volunteering programme
- To organise recruitment events, such as workshops and talks, to promote The SAFE Foundations volunteering programme
- To work with the communications team to promote The SAFE Foundations volunteering opportunities via social media, newsletters bulletins and through the website.
- To utilise local and regional networks to promote The SAFE Foundations volunteering opportunities.

Monitoring and evaluation

- To ensure the funding requirements are met and that the impact of the work is recorded, monitored and evaluated in accordance with guidance.
- To provide reports as required
- To ensure that the volunteer database is updated and maintained accurately and effectively and that data is recorded in-line with the Data Protection policy of The SAFE Foundation
- To assist in securing additional resources through funding bids and other methods (e.g. sponsorship campaigns and fundraising events) for the volunteering programme.

Other

- To undertake any other tasks or duties that may reasonably be required in relation to the programme
- To work with other staff to ensure appropriate volunteer care is provided at all times.

Pay:

Dependent on experience the post holder will be paid in line with the company pay scale, in this case: £20,000 per annum gross pro rata

Hours of work:

22.5 hours a week

Location:

The SAFE Foundation head office: 4 Dock Chambers (Butetown History and Arts Centre), 4 Dock Chambers, Cardiff, CF10 5AG However, the job will require flexibility including out of office work within the South Wales area as well as occasional travel around Wales.

Contract:

12 month Contract with view to extension subject to funding.
Part time position as Job share

Probation period:

3 months.

Deadline for applications:

5PM 19th February 2016

Apply either by e-mail to Hannah@thesafefoundation.co.uk or

by post to: Hannah Fitt, The SAFE Foundation, 4 Dock Chambers, Bute Street, Cardiff, CF10 5AG

Interviews will take place on Wednesday 24th February 2016 – Friday 26th February 2016

Person Specification Requirements

(E=Essential, D=Desirable. App=Assessed through the application form. Int=Assessed through the interview. Pres=Assessed at presentation.)

	E	D	App	Int	Pres
Strong communication skills – verbal and written including experience of public speaking and/or the ability to give presentations, and facilitate group discussions.	X		X	X	X
Commitment to the third sector and working in partnership with organisations with shared aims.	X		X		
Minimum 1 year's involvement in the volunteering sector and activities including proven ability to work with volunteers, individuals, groups and other agencies including third, public and private sector, to achieve agreed outcomes	X		X	X	X
Experience of Volunteer co-ordination	X		X	X	
Commitment to and a working knowledge of equality & diversity including an understanding of the needs and problems of developing communities in the UK and internationally	X		X	X	
Knowledge and understanding of the Millennium Development Goals/Sustainable development goals and the work being done globally to achieve those goals		X	X		
Proven ability to use a variety of I.C.T. equipment and software packages.		X	X	X	
A high degree of personal motivation and a willingness to learn new skills, taking on challenges and undertake relevant training.	X		X	X	
Ability to effectively plan and organise own workload and coordinate other resource to meet deadlines.	X		X	X	
Excellent team working skills	X		X	X	
A working knowledge and experience of a wide range of communication media, including report writing, newsletter production etc.	X		X	X	
Either hold an Enhanced DBS certificate or be willing to have an Enhanced DBS check.	X		X		
Direct experience of community development projects In the UK and internationally		X	X	X	X
Extended education e.g. degree, HNC, certificate, diploma or OU study or demonstrable significant other experience in the volunteer sector	X		X		
Clean & current driving license		X	X		
Access to own transport		X	X		
Knowledge of the social make-up and geography of Wales		X	X		
The ability to speak Welsh		X	X		

Please sign and date this person specification to demonstrate your understanding of the role.

Signed:

Name:

Date:

Line Manager Sign:

Date: