

**Job Description –
Volunteer Coordinator
Hours: 20 hours/week
Salary: £13-£14.50/hour
depending on experience
Accountable to: Business
Manager
Location: Caerphilly Miners Centre**



Overview

Caerphilly Miners Centre for the Community was established to preserve the social heritage embedded in the Miners building and to breathe new life into the building. Our vision for the Miners has been to create a 21st century resource to support the health and wellbeing of our community. Volunteers are extremely important to the continued running of the centre. They support all of the activities at the centre e.g. clubs, activities, events, gardening group and more. We have around 90 volunteers who support our centre in a number of different ways.

We are looking for a Volunteer Coordinator to develop a culture of volunteering at the centre and to create a positive volunteering experience for all by embracing our ethos of social inclusion and diversity.

Job Description

As Volunteer Coordinator, you will be responsible for:

- Maintaining a positive volunteering experience for all and creating a volunteer culture
- Implementing the volunteer strategy set out by the trust
- Recruiting new volunteers
- Broadening the diversity of volunteers
- Supporting individuals in achieving what they want from volunteering
- Developing ways of championing, supporting and valuing the work of volunteers
- Creating 'rewards' and celebrating the successes of volunteers
- Implementing a programme of volunteer induction and training
- Running training sessions
- Ensuring that we have an appropriate framework for safeguarding volunteers/visitors, maintaining documentation and up-to-date policies
- Keeping appropriate records
- Helping to develop monitoring and evaluation to establish benefits and impact

The Volunteer Co-Ordinator Officer will be the 'glue' bringing together the operational function for both the employees and volunteers at the centre. You will be responsible for all

aspects of the HR cycle for volunteers, including the hiring, bringing on board, retention and engagement.

Person Specification:

Essential:

- Able to support volunteers and encourage a 'can do' approach
- Experience of working with volunteers
- Experience in the voluntary sector
- Organised
- Engaging
- Able to quickly build rapport with users of the Centre, employees and volunteers
- Able to motivate people
- Strong communication skills
- Comfortable presenting to a group
- Excellent IT skills including use of Microsoft Office 365 suite
- A passion for improving, engaging and supporting the local community

Desirable:

- HR experience
- Recruitment experience
- Learning and development experience
- Experience working with a wide range of people, specifically people of marginalised communities
- Understanding of safeguarding and data protection
- Experience developing training plans and delivering training
- Welsh speaking