



The SAFE Foundation

Registered in England and Wales: 1117864

Job Title: Volunteer Coordinator

Responsible to: Operations Director

Job purpose:

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.

The Volunteer Coordinator will be responsible for organising and coordinating events and activities in the SAFE calendar. They will recruit, train and support volunteers to run these events and take part in the activities - helping them to develop their skillset and confidence throughout the process.

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

The Volunteer coordinator will assist in the delivery of the Global Citizenship Program with a focus on transforming course participants into SAFE volunteers.

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 support and mentor volunteers to develop their skills and confidence.
- 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, following policies and procedures in volunteer management including following safe-guarding procedures.

To ensure The SAFE Foundation's staff are kept up to date with developments and key dates in the volunteer sector.

- To develop new volunteering opportunities within The SAFE Foundation. This will include designing and running activities and events that will benefit SAFE (e.g fundraising or hitting funding related targets).

Events

- To organise, coordinate and attend events and activities in the SAFE calendar.
- To promote events and recruit volunteers to ensure a successful turn out.
- To ensure adequate risk management, permission and safety procedures are followed for all events and activities organised.

Partnership working

- To develop and maintain good working relationships and referral pathways with relevant organisations who provide training and volunteering opportunities for volunteers.
- To develop and maintain working relationships with organisations who can refer beneficiaries to SAFE.
- To develop and maintain relationships with businesses, organisations and individuals who can provide practical or financial support to SAFE activities and events.

Information, marketing and promotion

- To work alongside the 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 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 the operations director 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.
- To provide support to other staff in managing volunteers
- To provide cover in the Ethical Boutique store when necessary
- To report any safeguarding concerns to Operations Director.

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, incorporating flexible working hours including evenings and weekends.

Location:

Cardiff and Swansea based.

However, the job will require flexibility including work around the South Wales area as well as occasional travel around Wales, England and internationally.

Contract:

6 month Contract with view to extension subject to funding.

Part time position with view to increased hours subject to funding.

Probation period:

3 months.

Deadline for applications:

Apply by sending your C.V and Cover Letter by e-mail to info@thesafefoundation.co.uk

Closing date for applications: 23rd September 2022

In-person interviews will take place on October 4th and 5th 2022 with a start date desired in late October. The interview will take approximately 45 minutes and will consist of a ten minute presentation and supporting questions.

We are an equal opportunities employer and are actively encouraging applicants from all backgrounds to apply.



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 issues faced by communities in the UK and internationally | X | | X | X | |
| Commitment to and a working knowledge of safe-guarding and signposting procedures | 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 | |
| Willingness to work evenings and weekends when required, including events (e.g festivals) spanning several days | 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 licence | X | | | | |

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| Willingness to drive large vehicles for events | | | | | |
| Access to own transport & willingness to transport volunteers to events | X | | X | | |
| Knowledge of the social make-up and geography of Wales | | X | X | | |
| The ability to speak Welsh | | X | X | | |