**VOLUNTEER COORDINATOR**

**Place of Work:** The Feel Good Factory and hot desking at partner venues

**Hours**: 37 hours per week. Fixed term contract to 31st March 2025.

**Rate of Pay**: £26,000 per annum (pro rata over 10 months)

**Responsible to**: The Listening Project Coordinator, Bryncynon Strategy

**Key role**:

*To support the consortium partners to develop robust volunteer policies and procedures, with a view to gaining Investing in Volunteers. To ensure that those who volunteer with the National Eisteddfod will have a pathway for continuing to volunteer.*

**Key Tasks**:

* Liaise with the consortium partners to understand how they work, assess their needs.
* Understand the process to gain Investing in Volunteers and ensure this is reflected in all aspects of the work undertaken..
* Research and write volunteer policies and procedures, including risk assessments.
* Generate appropriate volunteering opportunities and role descriptions based on the needs of the organisation. Promote these via social media and other means.
* Recruit and interview volunteers and ensure they are appropriately matched.
* Carry out pre-volunteering checks, including references, DBS checks when necessary.
* Develop retention processes, including volunteer reviews, socials etc.
* Work with the consortium partners to organise induction, rotas and relevant training.
* Develop retention processes, including volunteer reviews, on going training and socials.
* Organise recruitment and celebration events to raise the profile of volunteering.
* Understand what volunteer opportunities are available in RCT post Eisteddfod. Liaise with the Eisteddfod’s and InterlinkRCT’s Volunteer Coordinator’s re this.
* Assist with placing volunteers in suitable positions post Eisteddfod.
* Maintain databases and undertake relevant administrative duties.
* Produce monthly reports and a final report at the end of the project year.
* Any other relevant duties as agreed with your line manager.

**Person Specification:**

* Experience of working in partnership with other organisations
* Excellent communication skills, including networking and presentation
* Strong interpersonal skills to deal with a diverse range of people
* Experience of managing and coordinating volunteers
* Good time management skills to organise and prioritise own workload
* Capacity to motivate and inspire others
* Ability to deal with information in a confidential and sensitive manner
* Ability to deal with a diverse range of people sympathetically, flexibly and without judgement.
* Ability to speak Welsh or willingness to learn.
* Full clean driving license.