**RAY Ceredigion Intergenerational Community Centre**

**Volunteer Coordinator post Job Description and Person Specification**

RAY Ceredigion has received funding from the National Lottery Community Fund to assist us with the development of an Intergenerational Community Centre. We already deliver a number of activities for a varied range of ages and abilities (see over the page for details) and in order to expand our activities we are seeking to appoint a Volunteer Coordinator, to promote RAY’s volunteering opportunities, recruit and induct new volunteers, and support them in their roles. This post requires a working knowledge of word, excel, outlook, powerpoint and publisher, and involves posting volunteering information to our Facebook pages and website, and those of other organisations.

This is in exciting time to step ointo this role as we have two new projects with lots of volunteering opportunities, a weekly Repair Café and a new wildlife garden. We have been provindg support online for the past 14 months but are hoping to restart premises based activities when regulations allow.

Please read through the Job Description and Person Specification and complete the application form, giving us as much information as possible of how your skills and experience meet our requirements. When completing the application form please make sure your responses provide evidence that matches the person specification from you past employment, education or training which clearly show the experience you will be bringing to the post.

Please complete and return the application form by post or email by the closing date of Monday 17th May and we then intend to hold interviews on Tuesday 25th May. Interviews will include a practical skill test using IT including excel..

Please return applications via email to [deputymanager@rayceredigion.org.uk](mailto:deputymanager@rayceredigion.org.uk)

Or by post to Pengloyn, Tabernacle Street, Aberaeron, Ceredigion SA46 0BN

Thank you for your interest in the post

Executive Officer, RAY Ceredigion

**RAY Ceredigion**

**provides the following activities for all ages and abilities**

**RAY Family Centre**

Activities for parents, babies and pre-schoolers

**RAY Outdoor Community Play sessions**

School holidays, suitable for all ages and abilities – various locations

**RAY Actif**

for ages 11 – 18 term time and school holidays 3 sessions every week

**RAY Actif Juniots**

for ages 7-11 term time and school holidays 1 sessions every week

**RAY Social Club**

for disabled young people 17 – 30 meets once a month

**RAY Craft & Chat**

Adult craft group Wednesdays 9.30am - 11.30am term time

**RAY Forget-Me-Knot**

dementia support group, every Friday 10.30 – 1.30

**RAY Training**

accredited courses wide range of subjects, cooking, arts and crafts, playwork, outdoor learning, Forest, Coastal School & more

**RAY Volunteering**

opportunities to volunteer for work placements, experiences, benefit to CV, Welsh baccalaureate or just to try something new, all ages and all abilities.

**RAY Room Hire**

suitable for meetings large and small, presentation equipment, 3 comfortable rooms , disability access and a fully fitted kitchen

**RAY Workshop**

carpentry and bike maintenance workshop for use with disadvantaged young people and disabled young adults

**To find out more contact us 01545 570 686**

**Or email deputymanager@rayceredigion.org.uk**

**Facebook** [**www.facebook.com/RAYCeredig/**](http://www.facebook.com/RAYCeredig/)

**VOLUNTEER COORDINATOR- JOB DESCRIPTION**

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| **NAME OF ORGANISATION** | **RAY Ceredigion** | |
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| **JOB TITLE** | **VOLUNTEER COORDINATOR** |
| PLACE OF WORK | Pengloyn, Tabernacle Street, Aberaeron SA46 0BN |
| RESPONSIBLE TO | Executive Officer |
| SALARY | £18,855 - £20,971 per annum (£9.80/£10.90 per hour)  depending on qualifications and experience |
| HOURS OF WORK | 18 hours per week to be worked over 3 or 4 days with occasional requirements to work evenings or weekends. On occasions the hours worked in a week may exceed 18 hours in which case a Time Off in Lieu (TOIL) system is in operation as detailed in Employee Handbook. |
| ANNUAL LEAVE | 28 days pro rata |
| FIXED TERM | To December 31st 2022 in first insance, extended subject to funding |
| ALLOWANCES – MILEAGE | 40 p per mile |

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| AIMS AND PURPOSES OF POST |
| The role of the VOLUNTEER COORDINATOR is to promote the work of RAY Ceredigion to external organisations, groups and individuals in the community in order to identify, recruit and support volunteers from a range of backgrounds, ages and abilities to develop their skills and interests to support the work of RAY Ceredigion, and to maintain a volunteering recruitment presence on social media and other publications, websites etc |
| DUTIES AND RESPONSIBILITIES |
| This post requires excellent people and IT skills in order to engage with people of all ages, backgrounds and abilities. The post involves outreach work and online postings promoting RAY and roles and opportunities available to volunteers. Once volunteers have been recruited the role of the VOLUNTEER COORDINATOR will be to make them welcome and ensure they understand their role and responsibilities, and to meet with them on a regular basis to check on their progress. There will be a need to work in partnership with other agencies and to support volunteers who are experiencing difficulties. The role includes taking the lead on our presence on social media including Facebook and our website and training and support will be provided if needed. The ability to speak Welsh is desirable for this post. The VOLUNTEER COORDINATOR will need to be able to deliver short courses to volunteers, we can provide training and support for this aspect of the role. |
| **VOLUNTEER COORDINATOR – PRINCIPAL RESPONSIBILITIES** |

* Outreach work meeting and recruiting potential volunteers
* Delivering presentations on the work of RAY and volunteering opportunities
* Supporting volunteers and ensuring they understand their role
* Delivering training and short courses for volunteers
* Posting regular items on social media, keeping the RAY website relevant and up to date
* Updating RAY entries on other websites and similar
* Meeting with volunteers on a regular basis
* Good partnership skills with a wide range or external organisaitons
* To communicate effectively the Executive Officer
* To support and deliver the aims of the project
* To maintain accurate records and work within the project budget
* To contribute to policy and procedure reviews
* To attend training as required
* To undertake other reasonable duties as required

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| **VOLUNTEER COORDINATOR– PERSON SPECIFICATION**  **E = Essential D = Desirable** | E | D | Tick to confirm |
| **QUALIFICATIONS** | | | |
| Educated to Level 3 in related field |  |  |  |
| Accredited as a trainer / teacher |  |  |  |
| **EXPERIENCE** | | | |
| Experience of working with a range of ages and abilities |  |  |  |
| Experience of delivering presentations |  |  |  |
| Experience of delivering courses |  |  |  |
| Experience of working with volunteers |  |  |  |
| **SKILLS & ABILITIES** | | | |
| IT skills with email, word, PowerPoint, excel |  |  |  |
| Posting regular information to Facebook |  |  |  |
| Maintaining the RAY website (training available if needed) |  |  |  |
| Ability to lead an activity or short course |  |  |  |
| Ability to support volunteers experiencing difficulties |  |  |  |
| An understanding of safeguarding procedures |  |  |  |
| Ability to drive |  |  |  |
| Willingness to drive the RAY minibus |  |  |  |
| **COMMUNICATION** | | | |
| Ability to keep records up to date, write reports, deliver presentations |  |  |  |
| Ability to communicate with children, parents and external organisations |  |  |  |
| Ability to speak Welsh |  |  |  |
| **MEETING DEADLINES / PRIORITISING** | | | |
| Ability to prioritise workloads and manage time effectively |  |  |  |
| Ability to provide required paperwork on time |  |  |  |
| **FLEXIBLE HOURS** | | | |
| Ability to work evenings and weekends including attending training |  |  |  |