

Volunteer Coordinator

HAAV a volunteer-led, hospice at home charity has recently undergone some significant changes and now we are looking to increase our volunteer capacity, and to offer new volunteering opportunities to people across Ceredigion. To help us achieve this we need a new Volunteer Coordinator. This post will be instrumental in helping HAAV increase volunteer numbers, recruit new volunteers as well as promoting new volunteering opportunities across all HAAV's services. The role will be based in Aberystwyth but with travel across Ceredigion. For a full job description please visit www.hahav.org.uk/jobs The post is for 30 hours a week, at £22,000 pro rata. Initially it will be for 12 months, then to be reviewed. A covering letter, outlining your ability to fulfil the job description, together with a recent CV should be sent to:

Dr Alan Axford: alan.axford@hahav.org.uk

The closing date is Friday, January 26th. Interviews will be on Thursday, 1st February. For an informal chat please call either Alan or Susie Scott on 01970 611550.

Volunteer Coordinator Job Description

Job Responsibilities will include -:

- Implementing HAAV's volunteering strategy including meeting volunteer recruitment targets and grant project objectives
- Special focus on recruiting volunteers across the south of Ceredigion
- Devising and arranging volunteering marketing and promotion materials including digital and printed media
- Line managing part-time volunteer coordinator
- Maintaining regular contact with volunteers
- Provide regular training programmes for volunteers
- Delivering information and presentation sessions to appropriate stakeholders/partners and communities encouraging and inspiring people to volunteer with HAAV.
- Processing and maintaining volunteer administration and records, using HAAV's central management database system.
- Responding to client enquiries and where relevant signposting for further help and support, if needed
- Processing client assessments and volunteer placements, as and when needed
- Setting up volunteer events and assisting with volunteer induction training
- Attending third sector networking events and representing HAAV at these events
- Monitoring and evaluating volunteer experience (including volunteer supervision and development)

Skills and Experience

Essentials

- Excellent communication skills both written and verbal.
- Competent IT skills and use of data management systems
- Understanding of Safeguarding (training support will be given)
- Experience of working in and supporting rural communities
- Good organisational skills and time management
- Car driver (travel expenses will be covered)

Desirable

- Ability to speak Welsh.
- Experience of working with volunteers

This post is supported by a grant from CAVO's Caring Communities Innovation Scheme.
The post holder will report to HAHAV's Executive Officer.