

LEAD VOLUNTEER ROLE

SUMMARY

SVC currently manages a variety of different projects. These projects have been set up over the years by past volunteers. Every project supports disadvantaged people across the local community and works with different groups of beneficiaries, including - people with mental health conditions, children and adults with learning and physical disabilities, homeless people, young carers and older people.

KEY RESPONSIBILITIES

The role of a Lead Volunteer is varied and looks great on your CV, as well as providing you with many different skills.

The role of the Lead Volunteer has been designed in line with the 9 key principles of Millennium Volunteers (a volunteering programme open to 16 to 25 year old aiming "to recognise the contribution that young volunteers make to organisations across Wales").

Personal commitment
Community Benefit
Voluntary Participation
Ownership by Young People
Quality
Recognition
Inclusiveness
Variety
Partnership

LEAD VOLUNTEER SKILLS

Becoming a Lead Volunteer is a fantastic opportunity to develop transferable skills, and prepare for your future employability.

These skills include:



- Communication



- Leadership



- Project Management



- Interpersonal



- Initiative



- Teamwork



- Finance



- Time Management



- Empathy



Cyfrannu ychydig, Cyflawni llawer!
Give a little, Gain a lot!

ROLE

The role of a Lead Volunteer is varied and each project differs, however each Lead Volunteer must fulfil a number of key responsibilities.

Attend Lead Volunteer Training

Volunteers will receive all the training they need to get started. The training includes: An Introduction to SVC, the staff Team and the Board of Trustees, Information on how to use SVC systems, Health & Safety training and GDPR training.

Check Volunteer Administration (Project Specific)

We encourage Lead Volunteers to get involved in our volunteer administration - where appropriate. This will be discussed in detail with your staff member.

Lead your Volunteers

This is now when you will coordinate the project, ensuring volunteers know when and where they are volunteering. Your main role throughout the academic year is to ensure your volunteers are happy within their roles. Additionally, to ensure that the organisations SVC works with through your project are also pleased with how the project is running. If you get stuck, or have any problems which you are uncertain about then come and talk to your SVC staff member, they will be happy to help and are always on hand. As a Lead Volunteer you are also responsible for liaising with SVC staff, the organisation/s your project works with and the Board of Trustees as well as your volunteers.

Attend SVC Supervisions

Your SVC staff member will meet with you several times throughout the year to undertake a supervision. This is just a chance for you to tell us all about the project, what's going well and any concerns you may have.

Monitor Volunteer Attendance

It is your responsibility to monitor the attendance of your volunteers, if there are too many and you need help to look at easier ways to record this then pop into the office and your SVC staff member will help you to look at ways to monitor and record volunteer participation.

Attend Events, Fundraisers, Socials

As a Lead Volunteer you will be expected to, whenever possible, attend some of the events and socials arranged by the Charity. These are a great way to get involved with fundraising, but also a fun way to catch up with other Lead Volunteers and volunteers. As a Lead Volunteer part of your role will be to generate a sense of community amongst your volunteers and attending socials is a great way to do this! We want Lead Volunteers to represent SVC as a whole- not just one project.

Attend SVC's Annual General Meeting (AGM) - Spring 2020

As a Lead Volunteer, it is compulsory that you attend the AGM as a representative of the SVC project you will be leading. The event lasts for 2-3 hours and is organised for a weekday evening, usually before the Easter break.

Project Takeover

Once a year, as Lead volunteer, you will be required to take part in a Project Takeover for a session inline with your project. This will include taking some photos and/ or videos of your project and sending some relevant text for SVC's social media pages. This will be covered in detail in your Lead Volunteer training.

Lead Volunteer Responsibility of Project

The main thing to remember is that you will be expected to do a lot more than just attend your project sessions. While SVC staff are here to help and guide you whenever needed, we want Lead Volunteers to take real ownership and responsibility over their project.

Diploma Of Professional Development (DPD) in Leadership

***Cardiff University Students**

The Apprenticeship-type award for those of you who are in positions of leadership for example, student executives, leaders or supervisors. Please register with the Skills Development Service at SDS@cf.ac.uk before commencement. We require your name, ID, role e.g. Lead Volunteer and the level you are aiming to complete. Please note that there are only so many places available on the Diploma scheme so early registration would be strongly recommended. This below is not an exhaustive list and many candidates will be undertaking suitable roles outside of University and the Students' Union - if in doubt over whether you qualify check with the Skills Development Service.