



SKILLS & VOLUNTEERING CYMRU (SVC)

JOB DESCRIPTION

JOB TITLE:	CHILDREN & YOUNG PEOPLE PROJECT COORDINATOR
POSITION AVAILABLE:	39 HOURS PER WEEK - 1 YEAR (Fixed Term)
ACCOUNTABLE TO:	SVC Manager, SVC Team Leader
SALARY:	£22,943.47 – 26,058.24 (Pro-Rata)

Aims – Skills & Volunteering Cymru (SVC)

1. To provide opportunities to students from the three local Universities (Cardiff University, Cardiff Metropolitan and the University of South Wales), and community members, to increase their awareness, experience and skills through a wide range of voluntary work.
2. To enhance the lives of disadvantaged and vulnerable members of the community.
3. Research, apply and promote diversity initiatives and share best practice.

Main areas of work and duties:

1. To supervise and coordinate a case-load of projects, supporting at risk young people – this will include young carers, young people with learning disabilities, physical disabilities and mental health conditions.
2. To provide supervision and support to volunteers of allocated projects.
3. To lead sessions on projects where necessary, supporting volunteers to deliver projects.
4. To provide support to beneficiaries participating in allocated projects.
5. To build relationships with our young people's parents/carers and referrers (social services, charities and health practitioners).
6. To work with colleagues and volunteers to deliver a range of in-person, and digital projects, to combat feelings of loneliness and isolation in our beneficiary groups.

7. With the support of the SVC Manager, to produce monitoring reports for allocated projects. This will include recording budgets, and with the support of the SVC Manager, completing funding applications.
8. To assist with the development and support of current projects.
9. To work with colleagues and volunteers to design new projects.
10. To liaise with the volunteers, beneficiaries, partner organisations and funders linked to your caseload, such as Children's Services, YMCA, EYST etc.
11. To prepare and deliver volunteer informal interviews, introductory sessions, and appropriate volunteer training.
12. To support in the organisation and delivery of SVC promotion and social media.
13. To support with, and on occasion lead one-off volunteering events.

Volunteer recruitment:

1. Promote good practice in volunteering.
2. Work with the SVC team to identify volunteers, and develop systems and policies for recruitment.
3. Work with the SVC team to recruit volunteers, obtain references including DBS checks, train and support volunteers.
4. Work with the SVC team to organise effective meetings, training sessions and social activities to retain volunteers.
5. Assist in promoting and publicising volunteering to potential volunteers.

Administration:

1. Work with Lead Volunteers and colleagues to maintain accurate records of volunteers and partner organisations.
2. Prepare reports and information to deadlines for the SVC Manager.
3. Maintain promotional information and publicity material.
4. Assist with all other project administration as directed by the SVC Manager.
5. Assist with the production of publicity materials, to deadlines as directed by the SVC Manager.

6. Assist with SVC social media and prepare information for the SVC website.
7. Ensure the availability and accessibility of information within SVC.

Personal development:

1. To prepare for, attend and engage in supervision, appraisal and performance reviews, accepting and learning from constructive feedback.
2. To attend and participate in training as agreed by the SVC Manager.
3. To be an active member of the staff team, responding to staff commitments and priorities in the office as required.
4. To attend staff meetings and keep accurate records of time keeping.

Support to volunteers:

1. Give advice, information and practical support to volunteers and to be generally available to the volunteers on a day to day basis. Where required to be on-call or organise back-up support for when volunteers are out on trips.
2. Oversee the implementation of SVC Policies and Procedures, making regular visits to projects, where deemed necessary.

Good Practice

1. Ensure the development of good practice in each project and SVC as a whole in conjunction with the SVC Manager (or their nominee in their absence).
2. Implement and upkeep necessary systems and Codes of Practice (adhering to GDPR legislation).
3. With the SVC Manager and SVC Board of Trustees, implement and promote all SVC's and Innovate Trust's policies, including Health and Safety and Equal Opportunities.
4. Work with colleagues and Lead Volunteers on all aspects of project management and monitoring.

The preceding duties are neither exhaustive nor exclusive and you may be required to carry out other duties that are deemed necessary and reasonably fall within the scope of this post. All Staff should be aware that although they may be appointed to a specific project, scheme or development they must be willing to undertake similar duties in other INNOVATE TRUST'S services either on a temporary or permanent basis. (All staff will be fully consulted about any proposed change.)