

JOB DESCRIPTION

Job reference & Title: Volunteering Coordinator

Reports to: Chief Executive Officer

Hours per week & rate: 30 hours at up to £14.35 per hour dependent on experience.

Role purpose:

To lead our Volunteer programme, recruiting and supporting volunteers in a range of different projects at Roots to Shoots and Stori Brymbo.

What's in it for you:

This is a unique opportunity to work with a diverse range of people on an exciting and ambitious local project, benefitting the local community. You'll hone your existing skills and develop new ones through the development and launch stages of these projects. Never a dull moment, you'll be challenged to think on your feet and solve problems. As part of a supportive team, you'll grow and achieve results none of us could achieve alone. And you'll have some fun!

Specific responsibilities:

1. Managing our volunteering programme.
2. Creating action plans.
3. Ensuring the planned outcomes of the volunteering plan are fully delivered on time and within budget.
4. Working closely and cooperatively with the wider team.
5. Providing induction training, pastoral and coaching support as required.
6. Supervising staff and volunteers as required.
7. Listening to volunteer's ideas and feedback to continuously improve our programme.
8. Building relationships with partners including AVOW, WCVA, Wrexham Heritage Services, local heritage networks & third sector organisations.
9. Keeping robust volunteer records and their participation.
10. Producing quality reports about our volunteering activities for our funders.
11. Ensuring all relevant policies and procedures are followed, including health & safety.
12. Working evenings and weekends as required.

Person specification

Essential experiences, skills and qualities:

- Friendly, supportive, organised, open-minded and keen to learn.
- Experience in working with and communicating with a range of different types of people.

- Experience in community engagement.
- Experience delivering training.
- Experience in working with budgets.
- Good communicator (face to face, over the phone, via email and social media).
- Computer literate (ideally familiar with Microsoft Office 365 – word/excel/PowerPoint etc, Teams).
- Confident and reliable as a leader.
- Problem solver and team worker.
- Passionate about community involvement and social inclusion.
- Passionate about equality and the Welsh Language.

Desirable but not essential:

- Project development and delivery experience.
- Project management experience.
- Heritage-led regeneration.
- Welsh speaker.

This role is funded by the National Heritage Lottery Fund and Community Fund.

Application Deadline: Sunday 21 April 2024

Assessment Centre: Monday 29 April 2024

Appointment: Tuesday 30 April 2024

To apply please email your expression of interest (no longer than 1 side of A4) and your CV to:
victoria.davies@brymboheritage.co.uk

For more information about Brymbo Heritage Trust visit: www.brymboheritagetrust.org or find us on social media.



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