



JOB DESCRIPTION

Job Title:	Volunteering & Partnerships Officer
Reporting to:	Executive Director of Resources
Scale & Salary	£ 20,000 + 5% pension (pro-rata)
Term:	Job ending March 2020
Hours:	21 hours per week
Location:	Cardiff

Purpose of the Post

- Overall day to day operational responsibility for managing the volunteering service within the Welsh Refugee Council.
- Operational responsibility for renewing the Investing in Volunteering quality mark.
- Development and maintenance of key partnerships to enhance volunteering opportunities for asylum seekers and refugees.

Main Duties and Responsibilities

1. To develop and implement effective end-to-end systems for the management of volunteers within the organisation including recruitment, induction, ongoing support and when volunteers leave the organisation.
2. To ensure that internal volunteering opportunities are identified and a supply of potential volunteers exists to support these roles.
3. To ensure that the organisation attains the Investing in Volunteering quality mark and that its standards are met and maintained.
4. To be proactive in developing volunteering opportunities across the organisation and to develop volunteering opportunities for asylum seekers and refugees with partners and stakeholders.

5. To be an effective member of the relevant volunteering networks which exist across Wales. To develop and implement a partnership policy which underpins our partnership work.
6. To proactively apply for relevant funding so that the volunteering work within WRC can increase and we can respond to new opportunities.
7. To actively promote their work on the website and through other opportunities which may arise.
8. To demonstrate their ability to work with all refugee communities and refugee community organizations.

Personal Effectiveness

With the support of their line manager, the postholder will need to effectively manage their own workload, assessing their priorities in terms of the balance between reactive workload and the medium and long-term task and project delivery.

Flexibility

In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties will fall within the scope of the job at the appropriate grade. The job description will therefore be subject to periodic review, with the postholder, to ensure it accurately reflects the duties of the job.

There will be a need for frequent travel in the UK including overnight stays as appropriate.

Equal Opportunities Statement

As part of its recruitment policy, the Welsh Refugee Council intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justified by the Person Specification.

PERSON SPECIFICATION

POST TITLE: Volunteering & Partnerships Officer

REQUIREMENTS

Quality	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Understands and delivers good practice when working with volunteers • Understands and delivers good practice in developing and working with partnerships 	<ul style="list-style-type: none"> • Understanding of the refugee and broader voluntary sector in Wales
Skills	<ul style="list-style-type: none"> • Good communicator with well-developed written skills • Good IT skills in Word, access and excel or equivalent • Ability to write and edit for the web • Facilitation or training or group work skills • Organised 	
Experience	<ul style="list-style-type: none"> • Able to plan and prioritize work and meet deadlines • Able to work as part of a team and individually • Ability to manage own workload, without administrative support and to meet deadlines in a fast-changing environment 	<ul style="list-style-type: none"> • Demonstrable experience of project planning
Other Requirements	<ul style="list-style-type: none"> • Demonstrable commitment to equal opportunity, diversity and human rights. 	<ul style="list-style-type: none"> • Ability to speak Welsh or other community languages