



<https://faithinfamilies.wales/job/volunteer-coordinator/>

Volunteer Coordinator

Description



Job Purpose/Summary:

To recruit, induct and coach a team of volunteers to access training and support, enabling them to utilise their skills in our Warehouse or by delivering children and family support services in their communities. To monitor and evaluate progress and development needs and tailor accordingly.

Providing opportunities that will build confidence raise self- esteem, increase skills and aspirations. Encouraging the take up of volunteering placements, training courses in the community and work experience.

Responsibilities

Main tasks

Volunteer Coordination:

1. Recruitment: Assist in recruiting volunteers for our 3 Cwtches and Cwtch Mawr Multibank project. Capture initial needs and barriers that potential volunteers may face. Ensure the best match between the skills, qualifications and interests of the volunteer and the needs of the community. Direct volunteers to suitable partner projects when necessary.

2. Onboarding: Conduct volunteer interviews, complete necessary paperwork, and collect ID and compliance check data for processing. Facilitate comprehensive induction training sessions for new volunteers. Build rapport. Support staff to work effectively and cooperatively with volunteers and recognise the difference they

Hiring organization

Faith in Families

Employment Type

Full-time

Job Location

Teilos Community Cwtch, SA5 5LA,
Swansea, Portmead, Wales

Working Hours

37 hours per week (Monday-Friday)

Base Salary

£ 27300

Date posted

29 July 2025

Valid through

13.08.2025

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3. Training Support: Assist volunteers in accessing essential training courses and identify opportunities for further education and skill development.

4. Ongoing Support: Provide continuous support to volunteers during their placements, focusing on integration, confidence building, and skill enhancement. Offer empathetic assistance to volunteers navigating personal challenges.

5. Appreciation and Recognition: Organise volunteer appreciation events and ensure regular acknowledgment of volunteers' contributions. Oversee volunteer expense claims in accordance with organisational policies.

6. Supervision: Conduct monthly supervisory meetings with volunteers to foster a sense of investment, provide constructive feedback, and offer additional support as needed. Support individuals to draw up their own goals and aims using coaching methods, into a work plan that will be reviewed regularly.

7. Evaluate risks: Do so based on each volunteer position and ensure that volunteers are working in a safe, healthy and supportive environment in accordance with all appropriate legislation and regulations and company policies and procedures.

8. Reporting: Prepare reports on activity to stakeholders as appropriate

Community Coordination:

9. Community Events: Collaborate with all Cwtch projects and external partners to conceptualise and execute events, primarily aimed at addressing hardship through the distribution of resources from Cwtch Mawr.

10. Training Collaboration: Partner with the Training and Development Worker to ensure volunteers receive appropriate training conducive to skill development and potential employment opportunities.

11. Community Sessions: Work alongside the Community Lead and team to organise and support volunteer-led community sessions. These sessions should aim to enrich the experiences of families and children facing hardship while providing valuable opportunities for community engagement.

General duties:

12. Input into a marketing campaign to engage volunteers, including the use of social media and visit to projects.

13. Manage social media platforms where applicable, particularly Facebook pages, to promote volunteer opportunities, group bookings, and community events. Ensure prompt responses to inquiries and maintain timely updates.

14. Promotion: Utilise available resources to create or request posters and volunteer advertisements promoting various opportunities and events. Disseminate information through multiple channels to engage stakeholders effectively.

15. To promote a positive image of Faith in Families, representing the organisation and the projects to increase professional and public awareness of all the organisations work and of the views and needs of service users.

16. Budget Management: Manage allocated budgets efficiently, ensuring meticulous monitoring of expenditures and prudent utilisation of funds.

17. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

18. To comply with Faith in Families reporting requirements and to ensure that systems, processes and procedures are in place to retain and present service data in a timely and predetermined basis.

19. To be able to use IT systems e.g. Word, Excel, E-mail.

20. To be able to have fun.

Job Benefits

Holiday entitlement that increases with length of service to a maximum of 33 days plus 8 bank holidays (based on full time equivalent of 37 hours per week).

Sickness pay that increases with length of service to a maximum of 6 months full pay and 6 months half pay.

Stakeholder pension scheme, with 7.5% employer contributions.

Learning and Development opportunities.

37 hours per week (Monday to Friday)

Initial fixed term of 12 months, and subject to future funding.

Please submit a CV and covering letter outlining how your skills and experience meet the requirements for the role.

[Apply Here](#)