



SVC/Innovate Trust



STUDENT VOLUNTEERING CARDIFF (SVC)

JOB DESCRIPTION

JOB TITLE:	SVC Project Coordinator
POSITION AVAILABLE:	39 Hours 12 month fixed-term contract
ACCOUNTABLE TO:	SVC Manager, SVC Team Leader
SALARY:	£17,141 - £19,584 (Salary points 4-8) Pro Rata

Aims – Student Volunteering Cardiff (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.

Main areas of work and duties:

1. To provide supervision and support to Lead Volunteers of allocated projects.
2. To supervise and coordinate a case-load of projects, supporting children and adults with additional needs.
3. To assist with the development and support of current / new projects.
4. To liaise with the volunteers, beneficiaries and partner organisations SVC works with.
5. To prepare and deliver volunteer introductory sessions, networking presentations and appropriate volunteer training.
6. To work in partnership with our main funders, representing SVC in meetings and publicity events.
7. To support in the organisation and delivery of SVC fundraising and marketing events.
8. To occasionally attend SVC Board Meetings on behalf of the SVC Manager, feeding information from the SVC staff team to the Board, and vice versa.

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. To assist with all other project administration as directed by the SVC Manager.
5. Assist with the production of newsletters, leaflets, handbooks and other 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.
8. Actively promote and support the Millennium Volunteering Scheme (GwirVol).

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 events 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.
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 new GDPR legislation).
3. With the SVC Manager and SVC Board of Trustees, implement and promote all SVC's/Innovate Trust's policies, including Health and Safety and Equal Opportunities.
4. Work with 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.)