

# Job Description

## 'We Care: Volunteer Programme'

**Title:** We Care: Volunteer Project Officer

**Reporting to:** Sandra Dade, Charity Manager

**Based:** County of Pembrokeshire, based at Paul Sartori House, Haverfordwest

**Length:** Temporary. This role is funded for 12 months, but maybe funded permanently thereafter.

**Hours:** 37.5 hours

**Annual Salary:** £21,500 pro rata

### Role Description

Contribute towards the development of the Paul Sartori Volunteer Programme, drive and develop the volunteer strategy, develop best practices and create a volunteer programme of choice within Pembrokeshire. Coordinate and manage the appropriate delivery of the 'We Care: Volunteering Project' as per the application under the Pembrokeshire County Council Enhancing Pembrokeshire Grant scheme.

### Key Tasks & Responsibilities

- Promote a positive 'We Care' ethos – supporting all volunteers, appointing volunteers and advocates to drive this philosophy throughout the organisation with particular attention to those isolated in society, or who fall within the socially excluded population within Pembrokeshire.
- Promote a positive image of the Paul Sartori Foundation (PSF) through day to day working
- Participate in Paul Sartori Hospice at Home volunteer and general service awareness raising initiatives
- Generate PSF volunteer recruitment marketing materials within budgetary constraints
- Explore new volunteer recruitment activities and incentives whilst working closely with Pembrokeshire Association of Voluntary Services (PAVS), Pembrokeshire College, work experience initiatives, The Princes Trust, Shaw Trust, Workways Plus, the Jobcentre Plus and other volunteer agencies to increase volunteering numbers
- Liaise with all volunteer supervisors and store managers to maintain an understanding of all volunteering roles within PSF and provide any relevant support
- Assist the volunteer supervisors and store managers with appropriate volunteer placements
- Ensure adequate support and training is given to all volunteers and assist where relevant
- Support the health, safety and well-being of all volunteers
- Coordinate and develop induction and training methods to promote a safe volunteer environment and enhance existing volunteer skills and knowledge
- Coordinate the delivery and management of appropriate PPE to improve volunteer safety
- Extend activities including social events for volunteers
- Improve communication to all volunteers and increase engagement within the community
- Increase and encourage volunteer feedback through various means
- Attend relevant volunteer, staff and stakeholder meetings
- Maintain and update accurate volunteer records and complete administration requirements in a timely manner
- Comply with all Paul Sartori Hospice at Home policies
- Attend necessary training and workshop development opportunities to enhance your own skills to develop the role
- Carry out tasks given from time to time by the Senior Management Team
- Provide regular reports on the delivery and project spend in line with the performance measures of the grant, to ensure the Senior Management Team, Trustees and Grant Coordinator are up to date with the progress of the project

## Person Specification

| ATTRIBUTE/SKILL                                  | ESSENTIAL  | DESIRABLE  | MEASURABLE                                     |
|--|--|--|--|
| <b>Education and Professional Qualifications</b> | <ul style="list-style-type: none"> <li>• Literacy</li> <li>• Numeracy</li> <li>• IT skills (Microsoft word, excel, outlook, powerpoint)</li> </ul>   | <ul style="list-style-type: none"> <li>• Vocational qualifications suitable for the role</li> </ul>  | Application form<br>Evidence of qualifications |
| <b>Skills/Abilities</b>                          | <ul style="list-style-type: none"> <li>• Ability to network with a variety of organisations and individuals</li> <li>• Good written and verbal communication skills</li> <li>• Excellent organisational skills</li> <li>• Ability to work as part of a team</li> <li>• Self-motivated with the skill to influence others in a positive way</li> <li>• Welsh speaker</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to work unsupervised and work off own initiative</li> </ul>   | Application form<br>Interview<br>References    |
| <b>Experience</b>                                | <ul style="list-style-type: none"> <li>• Working within financial constraints</li> <li>• Reporting procedures</li> </ul>   | <ul style="list-style-type: none"> <li>• Engaging with young people an advantage</li> <li>• Experience in a similar role or experience of working within the third sector</li> <li>• Experience of volunteer management</li> </ul> | Application form<br>Interview<br>References    |
| <b>Personal Qualities</b>                        | <ul style="list-style-type: none"> <li>• Approachable</li> <li>• Calm under reasonable pressure</li> <li>• Confident</li> <li>• Enthusiastic</li> </ul>  |  | Application form<br>Interview<br>References    |
| <b>Other</b>                                     | <ul style="list-style-type: none"> <li>• Reliable</li> <li>• Access to suitable transport</li> </ul>   |  | References                                     |

### Additional Information

- 37.5 hours per week over five days (some weekend work may be necessary). 12 month temporary contract, funded by the Pembrokeshire County Council Enhancing Pembrokeshire Grant for 12 months (with a possibility of a permanent contract)
- Flexible working scheme available to promote home work life balance
- Workstation situated within the Income Generation Team office, laptop, mobile phone, presentation projector and screen provided
- 25 days annual leave, plus bank holidays
- Offer of the Opt-Out Pension Scheme
- Approved travel expenses paid at 45p per mile
- PSF's overall vision and belief is that all employees should be able to develop and learn new skills to enhance their skills and career opportunities

### Equal Opportunities Statement

PSF is committed to promoting equal opportunities during the recruitment process and employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

**Confidentiality Statement**

The post-holder must maintain confidentiality of information of staff, volunteers, patients and health service business and be aware of the Data Protection Act (1984).

**Health & Safety Statement**

PSF recognise and accept our responsibility to ensure, so far as is reasonably practicable, the health and safety of all our staff, volunteers, patients, customers and those members of the public who may be affected by our activities.

The post-holder should be aware of the responsibility placed on employees under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment.

**Recruitment process**

- Initial Application Form submission
- Interview process
- Appointment pending satisfactory references

**This project is part funded by the  
Pembrokeshire County Council  
Enhancing Pembrokeshire Grant**

