



TheCAE

Vacancy

Job Title: Volunteer Coordinator

Organisation: The CAE

Location: Swansea

Start: 01 July 2021

Contract: Fixed Term (ending 31/03/2022)

Salary: £14.40/hour

Hours: 25 hours a week

Reports to: Operations Manager

The CAE is a South-Wales based organisation that aims to inspire, support and promote BAME employment and entrepreneurship and is the only organisation of its kind in the UK that has developed solutions to support members of the BAME community who wish to find jobs or set up and grow their businesses.

We are looking for a **Volunteer Coordinator** to help increase the capacity of our organisation to recruit, train and maintain regular volunteers to work on our food bank delivery and Community transport activities.

The Volunteer Coordinator will play a key role in making sure a strong volunteering culture exists within our organisation, and they will focus on ensuring that everyone who volunteers at the CAE feels valued, developed and supported and has the confidence and knowledge to undertake their roles to the best of their ability.

The role is a fixed-term contract with the potential of being extended subject to performance and the availability of additional funding.

Key Areas of Responsibility

As a Volunteer Coordinator you will be responsible for:

- coordinating volunteering positions and volunteers,
- recruiting volunteers,
- managing relationships between volunteers and the organisation,
- promoting the organisation and its volunteer accomplishments.
- developing a coordinated team of volunteers to join and support our caseworkers to deliver activities more efficiently
- using the www.volunteering-wales.net website to enable volunteers to log their hours so that this system can log their hours and earn them digital badges at 50, 100, 200, 500 and 1000 hours
- using the following link to advertise and recognise Volunteering Opportunities: <https://volunteering-wales.net/vk/volunteers/registration.htm>
- monitoring and evaluating volunteering activities
- submitting monthly reports

**Person Specification**

Description	Essential	Desirable	How Evaluated
Education	- 5 GCSEs, grade C and above or equivalent, including English and Maths	-Advanced academic or relevant qualification	CV, Application letter and evidence of qualifications
IT	- Advanced computer literacy and excellent knowledge of Microsoft Office packages (Word, Excel, Access, PowerPoint)		Application Letter and interview
Language	- Excellent written and spoken English		Application Letter and interview
Flexibility and travel	- Able and prepared to respond to changes in business demands and to accommodate a contract extension or added working hours, without other conflicting commitments - Able to work some weekends and evenings		Application letter and interview
Work Experience	- Previous experience in an office or admin role - Experience with managing multiple deadlines	- Previous work /volunteering experience in similar roles. - Experience in working within a multicultural organisation	CV, Application letter and interview

Personal Attributes and skills

- Excellent Administrative and Organisational skills
- Be patient, tactful, diplomatic and approachable.
- Ability to learn new tasks and project details fast.
- Ability to multitask and prioritise while preserving a high level of accuracy
- Pro-active and self-motivated to seek out work and offer help to teams
- Able to effectively manage own workload with minimal supervision

How to apply?

To apply, please submit a CV and application letter to info@caentr.org. It is in your own interest that you are clear in your application about how you meet the essential criteria with clear examples where possible. **Deadline:** 19th June 2021