

Volunteer Coordinator Dyfed Job Pack



Dear Applicant

Re: Volunteer Coordinator Dyfed

Thank you for your interest in this position.

This booklet gives information on Age Cymru Dyfed and our aims and objectives together with details of the role and the essential skills we feel are needed to fulfil it effectively.

There is no formal closing date. Applications will be reviewed as received until the position/s is/are filled. If you are interested, please therefore apply as soon as possible.

If you feel the role is for you, please complete the accompanying application forms and return to recruitment@agecymrudfyfed.org.uk

If you are selected for interview, we will be in touch to discuss the interview process and arrange a mutually convenient time.

Regards

Caroline Davies

Head of Business Services/Deputy CEO

Who we are – Age Cymru Dyfed.

Age Cymru Ceredigion and Age Cymru Sir Gâr merged to form Age Cymru Dyfed in April 2020, supporting older residents across Pembrokeshire, Carmarthenshire and Ceredigion, the Dyfed region. The organisation is dedicated to helping individuals aged 50+ maintain independence for as long as possible and make the most of later life through a range of support and services.

The Dyfed region is popular with tourists and boasts beautiful coastlines and scenery, with almost 50% of its residents aged 50+. The rural nature of the region can make it difficult for older people to access services and stay connected to communities. Age Cymru Dyfed is aiming to achieve four operational and two organisational strategic objectives over the next three years:



Age Cymru Dyfed are proud to have achieved many accreditations that recognise the quality and standard of the work we deliver. ACD are committed to providing the highest quality support and services to individuals aged 50+, their family and carers.



Who we are.

Age Cymru Dyfed operates across Pembrokeshire, Carmarthenshire, and Ceredigion, supporting individuals over 50 to maintain independence and make the most of later life. We do this through a range of services including:

- Information advice and assistance
- Digital support
- Home help
- Advocacy
- Dementia support,
- Veteran support
- Befriending events and activities.
- Bereavement support service



Our Information, Advice and Assistance Service supports every facet of later life, from how to access community care, to free benefits checks such as Carer's or Attendance Allowance and Pension Credit.

Our project Befriending Life Links helps reduce loneliness and isolation through friendship, social connections, and support getting out and about.

Digital Inclusion upskills the over fifties with online shopping, banking, and video calls skills, while our Advocacy Services help individuals express their views to ensure their rights are upheld.

There is also Dementia Advice, award-winning Byw Adref home help, and Veteran's Support - all helping to enhance later life in Dyfed.

Volunteer Coordinator

Funded by the WCVA

To support on the delivery of a comprehensive volunteering programme on behalf of Age Cymru Dyfed, to include the promotion of a diverse range of volunteering opportunities and the recruitment, induction, development and support of volunteers throughout the organisation.



The Volunteer Coordinator is overseen by a project manager and provides general day-to-day support.

The support will be adaptable and could either be, face-to-face in the home/office, and/or telephone to meet the needs of the individual.

Age Cymru Dyfed Volunteer Coordinator

Key responsibilities of the role:

- Support the manager with onboarding volunteers including induction and training.
- To support on all aspects of the day-to-day administration of the volunteer programme.
- To support Project Leads in handling volunteer enquiries and issues, dealing with them in accordance with all relevant policies and procedures
- Support and lead in the organisation of volunteer events.
- Maintain a database of accurate and up-to-date volunteering role descriptions
- To undertake any other activities commensurate with the role
- Adhere to the Investors in Volunteers Quality Standard.
- To undertake other such responsibilities and duties as may be reasonably required by your line manager within the level and grading of the post and to work flexibly as required, such as volunteer supervisions.

Skills, Qualities and Experience

Skills, Qualities, and Experience	Essential (E) or Desirable (D)
Experience of recruiting, training and managing staff or volunteers in a similar environment.	E
Experience/knowledge of embedding a positive volunteer culture	E
Strong organisational skills	E
Excellent interpersonal skills, with the ability to deal with people at all levels.	E
Proficient in Microsoft office and other software/social media applications	E
An ordered approach to the coordination of service delivery and willingness to work within agreed procedures.	E
An awareness of primary legislation in Wales.	E
A broad understanding of health and social care issues for older people and those who care or support them	E
Experience of engagement and community development	E
The ability to work with a high degree of autonomy; to manage time effectively and prioritise referrals that target those in greatest need.	E
The ability to make home visits as necessary.	E
Experience of networking at a local level	E
Experience of record keeping	E
Spoken and written Welsh to a minimum of level 3.	D
Previous experience of working with older people.	D

Additional requirements

- Satisfactory DBS check and personal references
- Current full UK driving licence and full use of a car for work purposes with the appropriate business insurance cover in place



As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy

Age Cymru Dyfed - Additional Benefits



31 days annual leave inclusive of bank holidays at commencement of employment rising annually with 1 additional long service day for the first 5 years of employment.



Employer contribution to Government Nest Pension Scheme



Employment Assistance Programme - a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. Our EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7. It offers a range of employee benefits including:

Free 24-hour confidential helpline to assist with Health and Wellbeing including support with:

- ✓ Stress and Anxiety
- ✓ Counselling
- ✓ Family Issues
- ✓ Bereavement
- ✓ Financial Wellbeing
- ✓ Childcare Support
- ✓ Relationship Advice
- ✓ Legal Information
- ✓ Medical Information
- ✓ Tenancy and Housing Concerns
- ✓ Alcohol and Drug Issues
- ✓ Consumer Issues



24-hour access to Virtual GP Service for employees and their family



Access to a range of discounts via the “Blue Light Card “Scheme



Eyecare Voucher Scheme