



## Job description

<b>Job title:</b>	Volunteering Engagement and Communication Officer
<b>Responsible to:</b>	Volunteering Manager
<b>Group(s):</b>	Support, Invest
<b>Salary:</b>	£30,830 per annum rising to £32,674 per annum following satisfactory completion of a six month probationary period.
<b>Base:</b>	WCVA operates a hybrid and flexible working policy which means our people can work a proportion of their time at our offices or remotely (including at home). We are a pan Wales organisation with office hubs in Aberystwyth, Cardiff and Rhyl that staff can utilise. There will be a requirement to attend some specific staff events and work engagements at our offices.
<b>Annual leave:</b>	25 days per annum, plus bank holidays, plus five discretionary days
<b>Travel:</b>	Use of public transport is preferred; when this is not convenient staff may use their own vehicles or the car rental system. Mileage rates are paid in accordance with recommended Inland Revenue rates
<b>Hours:</b>	35 hours per week; flexibly.
<b>Superannuation:</b>	The post will attract a contribution of 9% of annual salary to WCVA's approved pension scheme.
<b>Language skills:</b>	Welsh language skills would be an asset to the post.

## **AIM OF THE POST**

As a member of the Support Group and Volunteering Activity, you will be responsible for co-ordinating the communications, campaigns and engagement activities to publicise and promote the impactful work undertaken through the Volunteering Wales Strategic Grant (VWSG) scheme. This will include ensuring the partnerships, research and resources produced/developed by the awardees are best utilised to strengthen volunteering infrastructures for Wales.

## **MAIN DUTIES**

### **Information and insight gathering**

- Work with the VWSG awardees to gather evaluations, resources and research in line with their grant approval, to store and publish these in a central repository and make them widely available. Ensure that learning and insights from these outputs are identified and shared with stakeholders (including Welsh Government) as appropriate, and WCVA colleagues to inform our volunteering and volunteering grant-making activities (for example gofod3 volunteering sessions).
- Facilitate and enable VWSG awardees to benefit from the wider Third Sector Support Wales (TSSW) volunteering offer, including use of the Knowledge Hub, Volunteering Wales and Funding Wales; membership of relevant volunteering networks, access to events, training and development opportunities etc.

### **Stakeholder engagement**

- Create relevant VWSG content for the Knowledge Hub to disseminate research, evaluation, resources and best practice, and undertake targeted engagement activities with key stakeholder groups to promote use of the content eg Volunteering Wales Network, Volunteering Practitioners Network, Volunteering Cross Sector Leadership Group.
- Establish a Community of Practice for VWSG awardees to facilitate knowledge transfer in relation to research, evaluations, best practise, and to enable partnership working.
- Co-ordinate meetings with representatives of key stakeholders for the five VWSG priority areas to ensure efficient and effective use of available funding and enable continuous improvement

### **Communication and campaigns**

- Co-ordinate high quality engaging content, drawing on the rich knowledge and experiences of Volunteering Wales Strategic grant recipients and staff

- Create compelling content such as case studies, website copy, videos, infographics and written publications
- Support VWSG awardees to share their learning with their own networks, peers and stakeholders (making use of assets and content developed in above duties) and ensuring key messages and communications assets are shared widely through WCVA's communication channels.
- Co-ordinate Welsh involvement in national UK volunteering campaigns eg Volunteer's Week, the Big Help Out, Power of Youth Day, preparing and disseminating campaign packs and communications assets (including VWSG and other WCVA and TSSW volunteering case studies) to enable key stakeholder groups to amplify messages. Duties will include working with colleagues in the Engagement Team to represent WCVA at the UK Volunteering Campaigns Sub Group. Liaise with The Third Sector team in Welsh Government to provide updates, respond to enquiries and host Ministerial visits.
- Contribute to integrated communications across a range of channels, and to the wider work of the team.

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

## PERSON SPECIFICATION

The following are **essential skills** (candidates who cannot demonstrate these will not be short listed)

1. A commitment to WCVA's purpose.
2. Demonstrable experience of facilitating and working with external stakeholder networks
3. Excellent copywriting skills evidenced through examples of outputs across multiple communications mediums for multiple audiences
4. Be able to communicate effectively both verbally and in writing and can build positive working relationships with others at all levels.
5. Excellent IT skills, including experience of using databases, spreadsheets, email and word processing, preferably Microsoft Office. Excellent organisation and planning skills with proven ability to work flexibly under pressure to meet deadlines and with a good eye for detail.
6. Be self-sufficient, highly organised and confident in managing projects from idea to execution.
7. A high level of self-motivation and ability to work on your initiative.
8. An adaptable attitude towards altering work plans at short notice to meet changes in priorities and taking on challenging tasks as required for wider team and WCVA, including planned travel.
9. A commitment to promoting a culture where discrimination is eliminated and to provide an environment of equal opportunities where everyone recognises the positive contribution a diverse workforce and community can make.

The following are **key skills** (these skills are needed for the role but could be acquired on the job or through training within 6 months of appointment)

1. Ability to maintain and update CRMs, webpages and other social media platforms.
2. An understanding of Volunteering policy and practice for Wales.

The following are **desirable skills** (these skills are preferable, and would enhance the application)

1. Project management knowledge
2. Welsh Language skills would be an asset to the post; the appointed candidate is expected to display an awareness of and support compliance with the Welsh Language Standards.