



## Job Description

<b>Job title:</b>	Youth Volunteering Support Officer
<b>Responsible to:</b>	Volunteering Manager
<b>Salary:</b>	WCVA Grade B: £22,404 per annum
<b>Base:</b>	Any location / Remote working
<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. A flexi time scheme is in operation and time off in lieu is permissible for any work required to be undertaken outside of normal hours.
<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

Support the volunteering team to deliver high quality communications, resources, and tools for the purpose of an improved volunteering journey for young people.

## MAIN DUTIES

- Work with the Volunteering Manager and Head of Digital Services to support a review of the Volunteering Wales digital platform (<https://volunteering-wales.net>) in partnership with young users and prepare a report of recommendations for future development
- Work with WCVA's Marketing and Communications Team to support the development and promotion of bilingual resources and communications.
- Support the development of resources for TSSW's Knowledge Hub (<https://thirdsectorsupport.wales/>) and manage engagement with young people on the platform
- Work with Youth Volunteering Advisors and members of the Volunteering Wales Youth Network to support the development of a proposal for the future of Youth Led Grants considering the Wellbeing of Future Generations Act (Wales).
- Provide support and communications to the Youth Led Grant co-ordinators and panels across Wales, including collating and interpreting data from regular monitoring reports and providing support to the resources and training subgroup.
- Work with the Volunteering Manager to provide support and guidance to WCVA volunteers and interns ensuring they are clear on the tasks they are set.
- Work with the Volunteering Manager to review the WCVA Employer Supported Volunteering Policy and encourage a culture of volunteering amongst WCVA staff
- Attend volunteering networks meetings, and others as required to provide updates and insights related to the tasks associated with this post.

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.

As WCVA is part financed by European Funding (through the Welsh European Funding Office) some of your duties may require you to spend time working across these projects. The WEFO references for these projects are 80845, 80846, 80847 and 80848.

## PERSON SPECIFICATION

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

1. A good understanding of youth volunteering and/or youth work
2. The ability to communicate and facilitate discussions with different audiences using digital technologies

3. The ability to prepare clear, concise, and accurate written summaries of information, such as briefing papers, reports, and case studies
4. Experience of Microsoft Office, including use of databases and spreadsheets to record data and generate reports.
5. Excellent organisational ability, including maintaining accurate records, and planning and carrying out work to meet multiple deadlines.
6. Ability to work on own initiative as well as a productive team member
7. A commitment to equality, diversity, and inclusion
8. A commitment to equal opportunities

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. An understanding of the third sector and volunteering in Wales
2. Understanding/experience in preparing published content
3. Working knowledge of Volunteering Wales website
4. Working knowledge of the TSSW Knowledge Hub
5. Working knowledge of the TSSW Customer Relationship System

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

1. 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.

