

Place Based Volunteer Coordinator - Caldicot & Chepstow

Background and context

Bridges Centre (Bridges) is working in partnership with Monmouthshire County Council (MCC) to coordinate volunteering opportunities that improve and maintain wellbeing. A small team of Volunteer Coordinators are part of local networks known as 'place based' teams in Monmouthshire that work together to provide appropriate support to individuals to support them to access volunteering in their communities. This work is being funded via the Integrated Care Fund (ICF) which enables the delivery of the Social Services and Wellbeing Act. The project is long-term but dependent upon recurrence of the ICF funding and achievement of project outcomes.

Bridges is an independent charitable organisation based in Monmouth. It runs a number of community projects and provides support and volunteering opportunities to a wide range of people across the county. It will work closely with Bridges Befriending Scheme and MCC Social Services within Place Based teams. The role will follow volunteer induction and support systems established by Bridges Centre.

Job Description

Role: To enable and support volunteering in community based volunteering placements.

Reporting to: The Volunteering for Wellbeing Team Leader, Bridges Centre.

Responsible for: Volunteers

Bases: The Volunteer Coordinators will work alongside other community wellbeing workers, on an outreach basis from the community wellbeing place based teams. They will have use of facilities managed by Monmouthshire County Council (MCC), Bridges Centre, and other partner organisations supporting volunteering and wellbeing activities. This post will be based in the Chepstow and Caldicot area although flexibility will be required to work in other areas, as required.

Salary: £25,000 per annum pro-rata (full time equivalent) / £12.82 per hour for 12 hours per week

Annual leave entitlement: 22 days, plus bank and public holidays (pro rata)

Coordinating Volunteering

1. Liaise locally, and in conjunction with Bridges Centre, MCC and other agencies/networks to develop, promote and maintain volunteering opportunities, groups and activities.
2. Provide appropriate support to enable individuals to be involved with chosen activities and support services as required.
3. Follow Bridges Centre's safeguarding and induction processes with regard to recruitment, training, safety and support of volunteers.
3. Provide on-going support to individuals as required.
4. Work in partnership with relevant partner agencies and community organisations to ensure opportunities and activities are appropriate in meeting the social and support needs of individuals and the community.
5. Ensure that vulnerable people, many of whom will have complex needs, are protected and supported as required.
6. Ensure administration systems are adhered to as agreed with Bridges Centre.
7. Follow monitoring and evaluation systems as agreed by Bridges Centre and MCC.

Person Specification

Essential Requirements

(To be evidenced by qualifications, application and previous experience)

1. Understand the role of volunteering in improving and maintaining wellbeing
2. Excellent communication skills
3. Ability to work as part of a team and in partnership with other organisations
4. Understand the role of volunteering in the context of community development and the value of group-work in providing community based support.
5. Strong organisational skills
6. Adaptability to engage with a wide range of people, including those with complex needs, taking an inclusive and non-judgmental approach
7. Ability to work on own initiative and provide leadership
8. Ability to work with individuals to identify and address support needs and progress personal development goals.
9. IT literacy
10. Current driving license and access to car
11. Flexibility in relation to working hours/days

Desirable Requirements

(To be evidenced by qualifications, application and previous experience)

1. Voluntary sector and partnership project experience
2. Volunteer management experience
3. Understanding of health and social care service provision
4. Marketing skills and experience
5. Local knowledge of services, community groups and volunteering opportunities
6. Welsh speaker

OTHER REQUIREMENTS:

A right to work check and an enhanced DBS will be required prior to starting.

Application process:

Please complete the [Application form for all roles](#) on the opportunities section of our website and send it to Amy McDougall, by email to Amy.McDougall@bridgescentre.org.uk or by post to Drybridge House, Monmouth, NP25 5AS.

If you would like to have an informal conversation about the role or further information, please email as above before the application deadline.

Application deadline: Friday 3rd December

Interview date: TBC

Start date: ASAP

Please note it is not our policy to provide feedback to candidates who have not been shortlisted for interview.