

UK Year of Service – Volunteering Matters**Job Title: Project Officer – Pembrokeshire**

Locations: Homebased with travel throughout Pembrokeshire. The postholder will require good internet access to enable remote working, and a suitable home office space. I.T. equipment and infrastructure will be supplied.

To apply for this role, please email a cover letter and CV to join@volunteeringmatters.org.uk addressed to Natasha John, Delivery Lead – Wales and South West England. In addition, please also register your details via the NCS website <https://wearencs.com/uk-year-of-service>.

Role Purpose

Volunteering Matters is looking for a project officer to support our work in Pembrokeshire. Our local projects include PIVOT, Cars4Carers, Rural Wisdom and the Community Hub. We recruit, train and place volunteers to support older people, unpaid carers and those with underlying health problems living across the wider area. As a Project Officer you will directly work with a Project Manager and an Engagement Manager to support our social inclusion projects.

Your key duties will include providing general administrative support to the Project Manager/Engagement Manager, including maintaining and updating volunteer and beneficiary records, arranging schedules and contacting volunteers via telephone, email or video calling to keep in touch. You will also prepare and send application packs to new volunteers, record interest and work with the Engagement Manager to onboard new volunteers swiftly. This may involve meeting with volunteers in person and supporting training or networking events.

As part of your role, you will also help to promote the scheme. This could be done by attending promotional events, gathering case studies, posting on social media or contacting other organisations to tell them about what we offer – following up with some promotional materials.

Your work will be home-based but as Covid-19 restrictions ease, you will be expected to travel throughout the Pembrokeshire area. You will also have access to our office in Haverfordwest and will be provided with a laptop and mobile phone. You will attend regular weekly team meetings (online) and will also have the opportunity to meet the regional team at group meetings (usually in Cardiff but not compulsory). We will provide basic training in safeguarding, data protection and health and safety and work with the successful candidate to understand any wider training needs.

Skills

- Social media skills and familiarity with databases would be an advantage and any volunteering experience would be welcomed.
- Ability to speak Welsh or a willingness to learn is desirable.
- Due to the need to travel around Pembrokeshire, a driving license would be an advantage.



Experience Required

Values are important to us at Volunteering Matters. We are looking for someone who can show compassion, be straight forward and can positively embrace new challenges. We believe in empowering people and providing equality of opportunity. If those values align with yours, the role could be for you.

You don't need any specific work experience but will need a good level of computer literacy, including being comfortable with Microsoft Office (mainly Word and Excel), email and MS Teams. You will need good communication skills, both oral and written, including being able to confidently speak in person, on the telephone and whilst video-calling. You will need to be able to work on your own initiative, manage your time effectively and plan your working week in conjunction with the Project Manager.

The post holder will be fully supported during placement by our existing staff team, including taking part in an organisational and project induction, on-going training and development opportunities.

Alongside the support and training offered to you by your employer, you will also benefit from an enhanced training package, delivered by the NCS Trust. You will have access to their regional and national workshops, giving you space to connect with other UK Year of Service members, hear from inspirational speakers and hone your skills in new and exciting ways.

Candidates must be:

- Between 18 – 24 years old (cut off is 8th November).
- Must be residing within the UK.
- Must have the right to work within the UK.
- Be available to work 30 hours per week, Monday to Friday.

DBS/ PVG

This role doesn't require DBS clearance.

Our Values & Way of Working:

In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

Diversity & Inclusion:

Volunteering Matters welcomes all applicants and are keen to ensure our team reflects the diversity of the UK and the communities we serve. We encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds, along with candidates with any protected characteristics and from disadvantaged groups.

Disability Confident & Reasonable Adjustments:

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required



in the “Experience/Skills and attributes” section of this job description. To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact join@volunteeringmatters.org.uk for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show the Salary, Salary History.

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.

