**Volunteer Coordinator Job**:

Our Volunteer Coordinator supports our community engagement work across Wales and the wider work of our volunteer strategy. The role is to grow our volunteers to deliver our community engagement activities in local pockets Wales-wide. Our Volunteer Coordinator will recruit volunteers from diverse pools making sure they’re supported and developed to grow in their role to achieve, feel enrichment and make change. As well as this our Volunteer Coordinator will gather and handle volunteer data and reports electronically to support our monitoring and influencing work as we build our Welsh community engagement work.

**Salary: £23,800**

**Fixed Term Contract until 31st March 2025**

**Working Hours:**flexible 35 hours per week

This means outside of our core Monday-Friday 11am-3pm hours you can suit work around your lifestyle and personal commitments. We operate our work flexibly between 7am – 9pm so you can do things like the school runs or fit in wellness activities and hobbies.

**Job Location: Home & Head Office based (within Wales)**

There are no weekly Head Office working requirements but we’d expect our Volunteer Coordinator to commute & work from our Cardiff Head Office as and when required for the role – this is likely to be every 4-6 weeks. The role is likely to require some travel across Wales – we expect this to be around 2-4 days per month.

**Closing Date: Monday 6th May**

**Interview**: Monday 13th May at the Tenovus Cancer Care Head Office

To be our Volunteer Coordinator your application should demonstrate that you meet our essential criteria where:

* You’ve people development skills so you may have already trained, coached, supervised, led or managed people to help them perform to the best of their ability
* You’re a creative thinker and can show you’re community focused and have created engagement opportunities to develop people’s skills and enrich their lives
* You can demonstrate you can match people to an opportunity, follow processes and make opportunities appealing and attractive so people want to join or be part of something
* You can handle data electronically and work to timelines
* You’re adaptable, show initiative, seek out solutions and work well with diverse people in an inclusive way

In return you’ll be part of a people orientated culture, support a worthwhile cause and have Staff Benefits such as:

* A generous 35 days annual leave including public holidays that increases with length of service (pro rata’d for part time staff)
* Opportunity to buy up to 10 days of additional annual leave per year
* Occupational sick pay after completion of probationary period
* Contributory pension scheme
* A tailored induction and support programme to help you succeed and excel
* An Employee Assistance Programme (EAP) offering access to 24/7 confidential advice and support
* The opportunity to participate in staff volunteer activities to support the wider organisation
* The opportunity to learn from, grow with, support and develop people who volunteer with US

**We’re recruiting!**

Reporting into our Senior Community Engagement Manager this funded post supports our Wales-wide community engagement work. It’s an important job where you make change through Wales leading cancer charity and a difference to the lives of so many.

We’re building connections across communities up and down Wales developing local partnerships and links. This is all with the aim for US to engage better with the people across Wales so they’re aware of our work and how we can support them when it comes to cancer. But, we can only do that to the level we need with the help of local community volunteers to do this work on their own doorsteps.

So, this role is crucial to us being able to promote the volunteer opportunities in these places to recruit and develop volunteers and keep on top of the data capture in relation to this as we monitor our project progress.

**What we’re looking for**

Our Volunteer Coordinator will need to be people focused with the ability to put into practice creative and attractive recruitment campaign advertising and selection activities. As a result of effective recruitment campaign work our Volunteer Coordinator will support our volunteers to make sure they’re equipped for success in their role through our guided volunteer induction programme.

The job is not just about people though it is also about handling information on a CRM database and using this to produce reports so you’ll know your way around a computer to feel confident in that work.

So, we’re looking for a creative thinker, someone who recognises the importance and benefits of volunteering and is drawn to our cause and demonstrates commitment to our community engagement work. To be really successful in the role, our Volunteer Coordinator will be organised, resilient, and adaptable to find solutions to challenges, communicating effortlessly to a range of people.

Types of jobs you may have done could be: Volunteer Officer, Volunteer Assistant, Volunteer Coordinator, HR Assistant, HR Coordinator, Recruitment Assistant, Recruitment Resourcer Marketing Assistant, Charity Retail Manager, Fundraiser, Community Engagement Assistant, Mentor, Training Manager, Learning & Development Assistant, Communications Assistant

**About us**

More people than ever are living with cancer in Wales, with around 20,000 people diagnosed every year.

We give help, hope, and a voice to everyone affected by cancer. We understand how cancer can impact every aspect of life and how it affects families and friends too. Our wide range of services offer information, advice, and specialist support to people living with cancer, and their loved ones.

Together with our inspiring community of staff, volunteers, and supporters, we’re determined to be here for everyone affected today, tomorrow, and beyond.

**Recruitment Process**

Please apply with your CV and covering letter addressing the criteria stated in the Person Specification via the Tenovus Cancer Care website by the 6th May 2024.

You can also visit our [Work for us](https://www.tenovuscancercare.org.uk/work-with-us) pages that give you more information and a copy of the job description and person specification:

<https://www.tenovuscancercare.org.uk/media/epgkgu4v/job-description-volunteer-coordinator.pdf>

Please submit your application as soon as possible as we reserve the right change the closing date.

At Tenovus Cancer Care we’re committed to making our workplace diverse and inclusive where everyone feels they belong and can be their authentic selves at work. We’re proud to be an equal opportunities employer who does not discriminate based on the Equality Act 2010’s Protected Characteristics. All qualified applicants will receive equal consideration for employment and we will adjust our recruitment processes where we can to support people who wish to join us.

If we can support you with your application at all please contact us at [people@tenovuscancercare.org.uk](mailto:people@tenovuscancercare.org.uk)

If you are looking for your next career opportunity, we'd love to hear from you.

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | |
| Graphical user interface, text, application, chat or text message  Description automatically generated | A logo with a circle and a puzzle piece  Description automatically generated with medium confidence | | A purple and orange text  Description automatically generated | |
|  |  | |  | |