**JOB DESCRIPTION**

**Post:** Volunteer Coordinator

Ebbw Vale Institute

**Salary Grade:** Scale B1 – B6, £24,410 - £28,627

**Starting Salary:** £24,410

**Hours:** 35 hours per week

**Holiday Entitlement:**  23 days plus public holidays

**Probation Period:** 3 months

**Responsible to:** Centre Manager

**Ebbw Vale Institute (EVI) is the oldest institute in Wales, a Grade 2 listed building and historical landmark that functions as a Community and Cultural Centre in the heart of Ebbw Vale. The building is home to many statutory and third sector organisations.**

**ProMo-Cymru Ltd is the registered charity responsible for the operation and future development of EVI.**

**MAIN PURPOSE OF POSITION**

To work closely with the EVI team to successfully deliver our Strong Community, Brighter Future Project, funded by the UK Shared Prosperity Fund, People and Skills element.

To engage with the local community and actively recruit new volunteers to support services and activities within EVI.

To support and mentor our large team of volunteers through their volunteer journey at EVI.

To work closely with the Centre Manager and EVI Team to ensure a positive volunteer experience within EVI and to work towards the Investing in Volunteers Award.

To work closely with the EVI Team to develop a Volunteer Car Scheme to support the local community and enable them to access hospital services and community activities within EVI.

To work closely with the EVI Team to further develop EVI Community Pantry supporting our dedicated volunteers to coordinate rotas, food collection and ensuring the pantry is always fully stocked.

To work closely with the EVI Team to further develop the volunteering opportunities within the Community Pantry, Repair Café, Credit Union, cafe@evi and community garden and build partnerships with Local Police, Tempo Time Credits, Elite Clothing, Communities for Work Plus and any other organisations that can provide further help and support to the community of Ebbw Vale and Blaenau Gwent.

To work closely with the EVI Team to further develop the Community Bank within the centre.

**DUTIES**

The post holder will need a strong commitment to engage with members of the community and encourage active participation in services, activities, and events at the Centre.

**Duties will include: -**

Actively engaging with the community of Ebbw Vale and Blaenau Gwent to encourage participation and volunteering within EVI.

Working closely with our existing volunteers as they deliver the community pantry and help recruit more volunteers to support this important community project.

Further developing the very popular “Repair Café” at EVI, recruiting, and supporting volunteers to lead and deliver the café, sharing their repair skills with the wider community.

Working closely with the EVI Team to develop and coordinate a Volunteer Car Scheme to support the local community and enable them to access hospital services and community activities within EVI.

Mentoring and supporting volunteers and ensuring the completion and maintaining of My EVI Journey, our volunteer individual learning plan.

To attend community network events to promote EVI facility.

Undertake any other duties as required by the senior management team, in accordance with the scope and responsibilities of the role.

To promote a positive personal and professional profile within the community, always ensuring a good reputation for the Centre.

To be sensitive to the local community needs and existing services, to assist with the full development of the Centre to help it fulfil its potential.

**General**

Adhere to all company policies and procedures.

**Health and Safety**

To ensure that all Health and Safety Policies are adhered to.

**Working Hours**

The nature of the role with EVI will require flexible working hours, however, you will be required to ensure you work within the hours required for you role as per this Job Description and any excess hours are authorised before being worked, where possible.

**In addition to the above duties and responsibilities the post-holder will be expected to undertake any other duties and tasks required to ensure the efficiency of operations at EVI and ensure the organisation successfully meets its outcomes and objectives.**