**Discovery Student Volunteering Swansea**

**Volunteering Projects Worker**

Discovery is a student-run, autonomous, charity based at Swansea University. Each year, more than 400 student volunteers deliver community-based projects to enrich the lives of the community around them, including a wide range of people facing challenges. Some projects are directly co-ordinated by Discovery, while others are run in partnership with other charities.

We have a team of Student Volunteer Project Co-ordinators who have leadership roles in each of our project. Discovery is one of the oldest student voluntary organisations in the UK. We hold the Queen’s Award for Voluntary Service and Investors in Volunteers accreditation.

**The role of the Volunteering Projects Worker**

The post holder has two main responsibilities;

1. They will support the Volunteering Projects Manager to ensure that volunteer project co-ordinators, are supported, enabled and empowered to deliver their volunteering projects well.
2. They will plan, design and deliver a programme of one off volunteering opportunities.

All of Discovery’s work focuses on the implementation of good practice. It is a requirement for all posts in Discovery that there is a commitment to equality, anti oppressive practices and the ethos of student development through volunteering.

**Salary** - £23,493.90

**Working hours** – 28 per week.

Please not this is NOT pro rata. Discovery is a 4 day week organisation, the salary specified above is for a 28 hr working week.

**Normal working hours** will be between 8 and 5.30 per day, Tuesday to Friday with a half hour unpaid lunch break, some out of hours working will be expected for which time off in lieu will be granted.

**Annual leave allowance** – 26 days plus bank holidays. Usually taken outside of term time and must be agreed with the line manager.

**Pension** 5% employer contribution to NEST scheme after 3 months employment (employee contribution will be in line with statutory requirements)

**Contract term** - This post is permanent with a probationary period of 6 months.

**Closing date** - 9am Tuesday 11th of June

Discovery is committed to staff wellbeing, personal and professional development. We offer a package of wellbeing benefits and access to a wide range of training and development opportunities.

We are flexibe employer and staff can work flexibly, however every role has a significant amount of student contact and working hours must be arranged with this as a priority. Specific working hours will be agreed with your line manager.

**Discovery is a values based organisation we expect all our staff to:**

* Demonstrate a commitment to developing people and the community
* Work in an inclusive way and be committed to equality of opportunity and anti oppressive practises
* Encourage others to achieve their full potential
* Be approachable and accessible to staff, students, the people we support and community volunteers including people with additional needs.
* Be student centred with a commitment to supporting the students to lead and manage the work and development of Discovery

**Accountability**

The work will take its direction from the needs and demands of the projects and volunteers. The Volunteering Projects Worker will be supervised and line managed by the Volunteering Projects Manager. All staff are ultimately accountable to the Chair of the Board of Trustees.

**Role Description**

**Supporting Projects**

1. Supporting the Volunteering Projects Manager to ensure volunteer project co-ordinators (Volunteer student leaders) regularly check in about their projects. This will include checking that they are co-ordinating their projects appropriately, completing paperwork / data collection systems and communicating with their volunteers.
2. Logistical and operational support for student led volunteer projects. This means actively working with Project co-ordinators to plan and prepare their projects, this will include planning activities, organising teams of volunteers, practicalities such as transport and refreshments, communicating with their beneficiaries and/or project partners.
3. Routinely check data collection systems to ensure that Project Co-ordinators and volunteers are recording information appropriately
4. Support the Volunteering Projects Manager to facilitate the Project Co-ordinators’ supervision, this may be large groups, one to one or small groups
5. Contribute as part of the staff team, to any planning, training or information as needed for Trustees, Project Co-ordinators and volunteers.
6. Support Project Co-ordinators to recognise and collect evaluation data
7. Step in to deliver aspects of projects when volunteers need support

**Maintaining a programme of one off volunteering**

1. Creating and delivering one off volunteering opportunities where students can try out volunteering or extend their volunteering experience. For example, litter picks, gardening, supporting community organisations with significant tasks, creating kindness cards to be sent to hospitals and care homes.
2. Maintaining relationships with a network of University and community organisation partners
3. Create project plans, carry out risk assessments, maintain attendance records, collate feedback and create digital media content to promote those opportunities.
4. Plan and deliver our ‘Give it a go week’ and ‘Student Volunteering week’ These are focussed, high profile weeks where we encourage students to try out volunteering,. The central part of this offer is One off volunteering opportunities throughout the week.

**Volunteer recruitment tasks**

1. Carry out one to one or small group interviews to help prospective volunteers decide which Discovery project is best suited to them and vice versa. Support prospective volunteers though the whole induction process.
2. Carry out DBS checks (full training will be given)
3. Give presentations, talks and run stalls to promote Discovery within the University and recruit volunteers

**Administration**

1. Ensure accurate records of volunteer hours are recorded
2. Be responsible for the out of hours phone for approx. one week in five on a rota basis.
3. Provide general support in the Discovery office as needed.
4. Provide a warm, welcome to all visitors to Discovery office and help them resolve queries.
5. General office administration including, filling, photocopying, data entry, maintaining an organised workspace.

**General**

1. Supervise and support paid interns. These are usually short term part time posts aimed at building our capacity at key times for key tasks.
2. Have an excellent understanding of Discovery’s projects, ethos and approach
3. Be responsible for their own Health and Safety and that of others in the workplace
4. To contribute to the maintenance of a safe, healthy and productive working environment by being an active member of the staff team, responding to staff commitments and priorities, as required.
5. Stepping in to support others in the team in a proactive manner
6. To attend staff meetings
7. Provide promotional content for our digital media output
8. Other tasks considered commensurate to the level of the post

**Person specification**

**Essential**

* Excellent interpersonal skills
* Flexible, adaptable and proactive
* Warm, friendly and positive approach
* Able to work with a wide range of people including children and young people, older people, adults with disabilities and additional needs. Able to build and maintain professional relationships with all stakeholders.
* Able to motivate and support volunteers effectively, including working in an empowering way that enables students and other volunteers to take a lead
* Able to trouble shoot and spot issues before they become problems, responding appropriately
* Ideas and enthusiasm for one off volunteering opportunities
* High level of initiative and excellent team player
* Comfortable presenting to groups
* Excellent at prioritising in a busy environment and able to manage own work load in a diverse role with many competing priorities
* Excellent literacy and numeracy skills
* Good IT Skills including Microsoft Excel and Word
* Basic understanding of health and safety requirements including risk assessments

**Desirable**

* Project management skills
* Experience of working with volunteers
* Experience of working with students and understanding of the issues affecting students
* Experience of working with people with disabilities and additional needs
* Training skills
* Welsh language
* Driving licence