



Volunteer Coordinator Recruitment Pack



Job title Volunteer Coordinator

Salary £28,000 pro rata

Hours 25 hours per week

Contract Part Time. 12 months,
Fixed term contract, extension
dependent on funding

Application deadline

Thursday 14 May at 5pm

Interview date Week
commencing the 18 May

Interview In-person at Grange
Pavilion



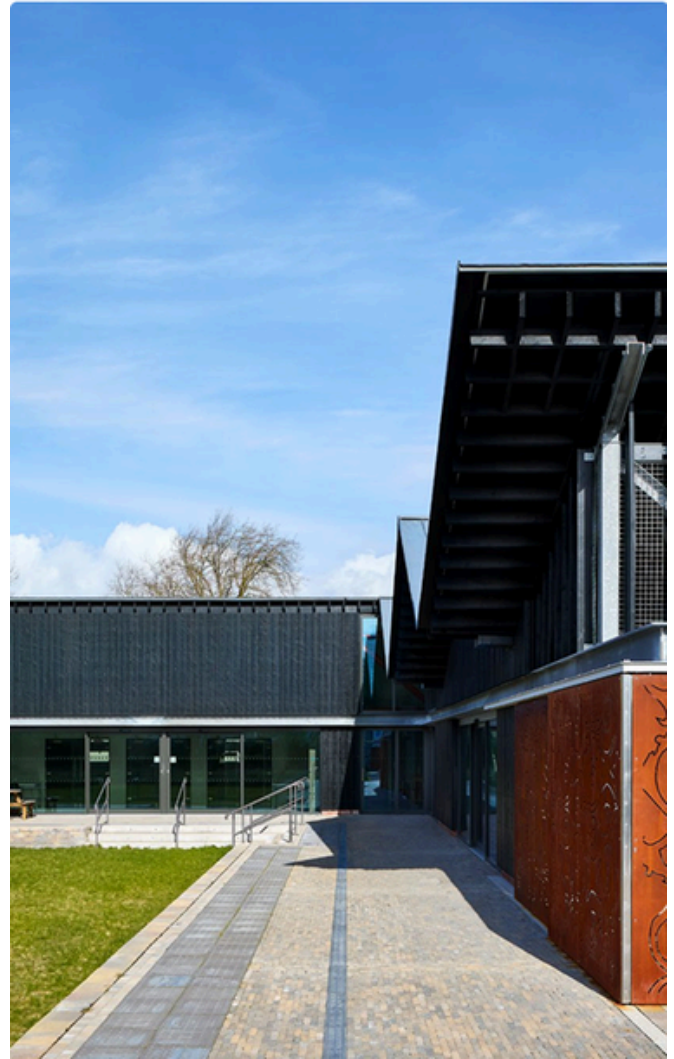
Welcome from Grange Pavilion



On behalf of the Grange Pavilion team and Board of Trustees, we are delighted that you are considering joining us as our Volunteer Coordinator.

This is an exciting opportunity to develop Grange Pavilion's volunteer programme and take it to its next stage of growth. We are pleased to have received funding to enable us to recruit volunteers and build a sustainable volunteer offer.

We are looking for a committed Volunteer Coordinator, who is passionate about community, collaboration and building an outstanding volunteer programme. If you are inspired by the opportunity to work at the heart of our community alongside our dedicated team and volunteers, with an unwavering commitment to inclusivity, we encourage you to apply.



About Grange Pavilion

Grangetown is one of Cardiff's largest, most diverse wards, and at the heart of this community sits Grange Pavilion.

Grange Pavilion is a resident-led community centre in Grange Gardens, a popular inner-city park. Grange Pavilion is a place to gather; it provides affordable space for learning, being active, creative and connecting. It is home to the Hideout, an award winning café, and the Grangetown Youth Forum.

Grange Pavilion has won numerous awards including Royal Society of Architects in Wales (RSAW) 'RSAW Welsh Architecture Award' and 'RSAW Client of the Year' (2022), Constructing Excellence in Wales 'Value' Award (2022) and Cardiff property Awards 'Civic Development' award (2021) for the design and architecture of the building and for our innovative and collaborative approach to building a community centre with, by and for its community. It has a biodiverse outdoor space for gardening, seasonal growing, and environmental programmes: a regular community garden group, a safe play area, and places to sit and relax outside, which are all part of the design. RSAW celebrated the Grange Pavilion's design and values in its 'Revealing Wales' film series, [viewing link here](#). The building welcomes and collaborates with a variety of groups and people. Working with young people, elders, families, and those newly arrived in Wales.

Grange Pavilion is known for bringing the community together to celebrate, learn, develop, fundraise and get together on special community occasions such as Eid and Christmas.

Grange Pavilion is led by our CIO (Charitable Incorporated Organisation) board of trustees, which comprises Grangetown residents, individuals from local organisations with key expertise, and community volunteers. We were constituted in 2017 and achieved charity status in June 2018, and have been working in partnership with Cardiff University's Community Gateway since our inception. Films celebrating the physical and online (during lockdown) launch of the Grange Pavilion can be viewed at [Grange Pavilion Official Launch - May 2022 - YouTube](#) and [Celebrating the online launch of Grange Pavilion](#).

Articles describing the Grange Pavilion can be viewed at the links below:

- [The thriving hub in the middle of Grangetown that's become the heart of the community](#)
- [Grangetown comes together to celebrate official launch of pavilion](#)



Job description

Specialisms:

Volunteer recruitment and management, project management, budgeting, monitoring and evaluation, communications, collaboration

Grange Pavilion is seeking a part-time Volunteer Coordinator to develop and grow our volunteer programme.

You will work collaboratively with our volunteers, team, trustees and community, co-developing a volunteer programme that speaks to the needs and the communities at the heart of our award-winning building. You will help us provide a high-quality volunteering programme that follows best practice guidelines, is open to all and removes barriers.

Guided by the Grange Pavilion's vision and values you will ensure coherence across the volunteer opportunities and support us in increasing capacity for the charity.

The post will develop our volunteer programme, including recruiting, managing and supporting volunteers.

Core values:

1. **Respect:** We value each individual's worth and uniqueness, promoting an atmosphere of mutual respect and consideration for all community members.
2. **Fairness:** We are dedicated to treating every person equitably and justly, providing equal opportunities and consideration to all without discrimination.
3. **Inclusivity:** We celebrate diversity and work diligently to include everyone's perspectives, fostering an environment where everyone feels valued and heard.
4. **Individuality:** We recognize and honour the individuality of each person, appreciating their differences and contributions to our community.
5. **Community Ownership:** We understand the significance of community ownership and endeavour to maintain a venue that serves the community's needs and aspirations.



Volunteer Management

- Acting as a welcoming first point of contact for all volunteer-related queries
- Developing volunteer attraction strategies
- Volunteer recruitment, inductions and training
- Retention of volunteers including development opportunities and celebrating successes through events and recognition
- Maintaining accurate volunteer records in line with GDPR
- Producing volunteer rotas in line with charity needs

Project Management

- Overseeing the development of the volunteer programme
- Working with the Charity Director to develop processes to monitor projects
- Working with the staff team to ensure compliance with all relevant policies and procedures following best practice guidelines

Budgeting

- Oversee volunteer expenses and budget, allocating funds based on community priorities in collaboration with the Grange Pavilion staff team

Communication

- Communicate with a wide range of individuals and partners, fostering a welcoming and inclusive environment
- Develop communication channels for volunteers

Monitoring and Evaluation

- Continuously evaluate the volunteer programme in line with Grange Pavilion's mission and aims
- Develop methods to work collaboratively to ensure the volunteer programme is in line with community priorities

Collaboration

- Working with Charity Director and wider team to respond to community priorities and allocate volunteer support as needed
- Work closely with partners such as Community Gateway and Grange Pavilion Youth Forum, as well as community partners and organisations.
- Attend networking events and meetings to strengthen Grange Pavilion's partnerships and share best practice on volunteering

The above duties and responsibilities are not exhaustive and other reasonable duties may arise in line with the development of the role and requirements from the Board of Trustees.

Essential Criteria

- Experience working with volunteers
- Good administrative and project management skills
- Experience managing budgets
- Strong IT skills
- Excellent written and interpersonal communication skills
- Ability to work with a high degree of organisation and independence managing several priorities and deadlines
- Reliable, honest and punctual
- Enthusiastic about Grange Pavilion and supporting the needs of communities
- Understanding of the importance of data protection and confidentiality
- Willingness to work occasional evenings and weekends

Desirable Criteria

- Knowledge of policies and best practice relating to volunteer recruitment and management
- Experience in managing or building a community
- Demonstrable understanding/experience of Grangetown, its history and cultural significance
- Welsh or other community language skills are desirable
- Experience managing volunteers in a community setting

Equality and Diversity

Grange Pavilion is committed to equality, diversity, and inclusion. We welcome applications from people of all backgrounds and particularly encourage applications from individuals who are underrepresented in the sector.

Terms of employment



Salary £28,000 pro rata

Hours 25 hours per week

Contract Part Time. 12 months, Fixed term contract, extension and salary review dependent on funding

Probation period 6 months

Location This role is based at Grange Pavilion with some hybrid working (up to 1 day per week from home to be agreed with Charity Director)

Holiday 28 days paid holiday per annum plus British public holidays and bank holidays (pro rata)

Application process

Please email us your CV and Cover Letter with the job title in the subject line. CV and Cover letter should be a maximum of two sides of A4 outlining your desire to join Grange Pavilion and how you meet the criteria for the role.

We can accept your application in two ways:

- Written statement (no more than two pages)
- Video (no more than three minutes)

In addition, please attached a completed Equal Opportunities Monitoring form

Applications should be emailed to board@grangepavilion.wales.

Grange Pavilion operates name-free recruitment. All applications will be subject to anonymisation and the recruiting panel will not see personal information such as a candidate's name and address during the sifting process. This policy is in line with our commitment to end bias and promote equality and diversity.

If you would like to have an informal, confidential conversation about the role, please contact board@grangepavilion.wales.





THE HIDEOUT

