

WAMES Volunteering coordinator role description

This new role offers the opportunity to develop volunteer participation in WAMES, the Welsh charity representing and supporting people affected by the neurological condition of ME, and CFS.

The work of the charity is all done by volunteers, so this is a critical role which will ensure that WAMES can continue to work towards improving services and enhancing the quality of life of approximately 13,000 families in Wales.

You would be based at home, but working with, and responsible to the management team for developing and implementing a volunteering strategy which meets both the needs of the organisation and the needs of the individuals.

The role involves overseeing all elements of volunteering and building a team of volunteers to help both you and the organisation.

Volunteering team activities include:

- research and write / update volunteer policies and procedures, including risk assessments
- identify and define a diverse range of roles for volunteers, writing role descriptions based on the needs of the organisation;
- look for ways to include volunteers from a variety of backgrounds e.g. people with health issues; busy carers; healthy people with no knowledge of ME; benefits claimants looking for work experience; students; young people
- look for ways to incorporate micro-volunteering, internships, virtual volunteering, employer supported volunteering, work-related placements, volunteering for accreditation etc., role shares
- use creative ways to attract volunteers
- recruit, ensuring the volunteers are appropriately matched to the position
- ensure volunteers are trained and supported
- develop a team approach to work tasks

The opportunity may be available to try part of the role before committing or to share the role with another. WAMES is happy to discuss options.

Useful skills

- administrative and IT skills, and an ability to maintain records and produce clear written and oral reports
- team leadership skills and be able to inspire and mentor a wide range of people, both in person and via phone and virtual means
- good communication skills
- be flexible and willing to learn new skills
- opportunity to use Welsh language
- an empathy with people with a medical condition and/or carers and an understanding of their needs

- a flexible and non-judgemental approach to people and work
- ability to deal with information in a confidential manner and respond with sensitivity;
- good organisational skills and the ability to manage a variety of tasks
- a willingness to learn about ME and the principles underlying WAMES' work

Requirements

- ✓ Police check to work with children and/or vulnerable adults
- ✓ Required to use own vehicle or public transport if travel is necessary
- ✓ Required to use own vehicle insurance
- ✓ Required to use own IT hardware but some software may be available
- ✓ Age 18+

When?

Much of the work of the coordinator's role can be done at any time. It will be necessary to join occasional Skype team meetings on a Saturday morning and arrange contact with prospective volunteers at a time suitable to them.

Minimum hours expected per week: 3hrs

Minimum period of commitment of 2 years to allow time for orientation and training.

WAMES will:

- organise induction & suitable training
- pay agreed expenses

Process

Selection procedures: ✓ Registration form ✓ Informal interview

Selection details: References & DBS check may be required.

More information: www.wames.org.uk

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