

VOLUNTEER COACH & COORDINATOR

NEWBRIDGE MEMO

Job Description & Application

MAR 2024

MEMO



VOLUNTEER COACH & COORDINATOR

LOCATION	Based in Newbridge/ Hybrid working possible
STATUS	Fixed-Term 1 Year
HOURS	3 days per week (22.5 hours)
WORK PATTERN	Flexible
SALARY	£23,800 pro-rata (£14,280 actual)

Background

Celyn Collieries Miners Institute & Memorial Hall (trading as Newbridge Memo Ltd) is a registered charity (Charity #: 1137112).

Based in Newbridge in the South Wales Valleys, Newbridge Memo is a historical miners' institute and working men's club, and now a multi-purpose heritage community arts centre. Housing a library, reading rooms, and one of the finest examples of an art deco cinema complemented by a ballroom and small theatre. It is home to several full-time tenants, including the Newbridge Library (Caerphilly County Council Libraries), Local MS Rhiannon Passmore's Constituency Office and NONaffArt, an art collective.

The Memo, given its' stunning 446 seat art deco theatre, ballroom and other public spaces, aspires to be a thriving arts/cultural organisation and the Board of Trustees and Team are looking for a person with the shared vision and drive to support this transformation as we lead up to the building's centenary in 2025.

This role has been made possible thanks to the Wales Council for Voluntary Action

Main Purpose of the Role

Newbridge Memo has a small but dedicated team which we are looking to strengthen with an exciting new part-time role within the venue.

With responsibility for implementing a robust and rewarding volunteering programme, the volunteer coach & coordinator will work collaboratively with colleagues to ensure that volunteering aligns with our organisational aims, whilst equally attending to the volunteer team well-being and positive volunteer experience. A whole team approach to the design and development of the programme will ensure that the project is understood and valued by all staff members, who will contribute to the project to ensure it achieves its aims.

The programme will develop peer support groups and a volunteer supporters network. We believe that peer support can be used as a tool not only to aid in an individual's mental health journey but to support people to build their own skills, confidence and resilience while working with diverse groups including those with learning or physical disabilities, dementia, older people, carers, children and young people and those with poor mental health.

Reports to	Community Engagement Manager
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Responsibilities

The Volunteer coach will:

1. Create a positive diverse volunteering programme which is embedded in the organisation and commonly understood by all.
2. Recruit and manage volunteers and peer facilitators, matching them to roles, providing training, 1:1 support and supervision.
3. Maintain up to date files and information in accordance with the Volunteer Programme.
4. Enable the development of the group, identifying support needs or adjustments that will enable people with lived experience to become volunteers and peer facilitators.
5. Develop processes which recognise and address barriers to inclusion in volunteering and provides resources to support volunteers.
6. Help volunteers with their health and wellbeing, through mutually supportive relationships with peer mentors calling on their own lived experience of mental health challenges to help others seeking support.
7. Provide volunteers with the necessary skills to create positive relationships with groups of isolated people within the community that are rewarding for both.
8. Work with the Community Engagement Manager to map needs, priorities, and co-ordinate timescales for the management and induction of new Peers & volunteers, devising a programme of events and activities tailored to promoting Peer networking.
9. Maintain up to date guidelines, best practice, and procedures for the Volunteer Programme.
10. Coordinate Volunteer recognition, appreciation, and meet-up events for the Volunteer Programme.
11. Perform any other duties that may be required that arise during the course of the role.

Ideal Candidate:

Essential

Experience of

- Developing volunteering opportunities that support pathways into education, traineeships, and employment and that provide accreditation.
- Managing the needs and expectations of a wide range of people from a variety of backgrounds and with a variety of needs;
- Organising, managing, and delivering volunteer programmes within an organisation.
- Supporting volunteers with diverse and sometimes complex needs with their mental health and wellbeing, following and reporting budgets

Competencies and Qualities

- Passionate about enabling people to fulfil their potential
- Genuine interest in at least two of the following areas: The arts, heritage and community engagement

Abilities

- Work independently and manage a range of tasks simultaneously
- Developing and delivering volunteer training and support
- communicate at a differentiated level with a variety of people
- Build relationships with volunteers, staff, partner organisations and volunteer providers
- Ability to safeguard children and vulnerable adults
- Engage in strategic planning

Working approach

- Proactive and self-organised
- Collaborative and solutions-based

- Flexible and adaptable
- Person-centred and empathic

Skills

- Excellent interpersonal and communication skills
- Good IT literacy and digital competency
- An understanding of, and commitment to, equal opportunities and diversity
- Excellent organisational skills
- Strong leadership skills with ability to motivate and encourage others

Desirable

- Relevant training, education or experience in supporting or managing Volunteers.
- Experience of working in arts heritage community development
- Experience of working with general public including vulnerable adults and/ or children and young people
- Welsh Language Skills

Enhanced DBS check will be required

Why Work for the Memo?

- 32 days leave per year including Bank Holidays (pro-rata for part-time staff)
- Opportunities for Complimentary Tickets for staff
- We're very supportive of our staff achieving a happy work-life balance with flexible working where possible
- Internal and external training opportunities
- Friendly and supportive team environment

HOW TO APPLY

Applications should be made outlining what attracts you to this position and evidence of your ability to meet the criteria outlined in the Ideal Candidate section,

We are happy to accept the above in a variety of ways:

- Written Statement (no more than 2 sides of A4) or;
- Video (up to 3 minutes)

Along with the above, please attach an up-to-date CV and attach our Equal Opportunities Form.

Please email your application documents to:

paula.harris@newbridgememo.co.uk

or post to

Newbridge Memo Ltd c/o Paula Harris, Community Engagement Manager, Newbridge Memo, High Street, Newbridge, NP11 4FH

by **6pm on 18th April**

Closing Date 6pm on 18th April

Interviews conducted week commencing **22nd April**

Ideal start date: April/May 2024

If you would like an informal chat about the role, or if you need the application in a different format, please contact Paula Harris, Community Engagement Manager, Newbridge Memo Ltd, paula.harris@newbridgememo.co.uk or call on 01495 366931.