



**Job Description**

**Title:** Community Project Co-Ordinator

**Hours:** 15 Hours per Week (3 days Monday to Thursday)

**Salary:** £25,974 pro rata

**Annual Leave** 25 days plus bank holidays

**PENSION:** 3% employer contribution

**START DATE:** April 2022

**LOCATION**: Working remotely and at Groups in Cardiff, Rhondda and surrounding areas

This post will also support economically inactive and unemployed people by providing them with volunteering opportunities.

**. Responsibilities:**

**•** To recruit and support telephone befriending volunteers

* Receive referrals from beneficiaries with a cancer diagnosis, carer’s and anyone affected by cancer from Social and Health Organisations
* Undertake monitoring and evaluation of projects
* Provide regular reports to the Board of Trustees and steering groups as required.
* Follow all Ray of Light Wales Cancer Support policies and procedures
* To participate in the planning of our Green Social Subscribing Project Recruit, signpost and support beneficiaries into volunteering
* Provide beneficiaries with advice, signposting and information to assist them
* Facilitate Support Groups
* Support programmes and develop new opportunities in Cardiff, RCT and surrounding areas

**General**

* Promote equality and diversity
* To be responsible for own administration and to assist in the general administration of Ray of Light Wales Cancer Support
* Undertaking training as required
* Be prepared to occasionally work during evenings and at weekends for which flexi/toil time will be granted
* Undertaking other duties that are not detailed in this job description, but which meet ROL’s aims

**Person Specification**

**Job Title: Community Project Co-Ordinator**

**Essential**

* Experience of motivating and organising groups
* Experience of recruiting and supervision of Volunteers
* Excellent communication and organisational skills
* Ability to write reports with good administration skills
* Ability to network and work effectively with organisations and agencies
* An understanding of confidentiality
* Ability to work on own initiative and as a team player
* Commitment to equality and diversity in volunteering
* Knowledge of how barriers impact on the wellbeing of, and opportunities available to people with mental health needs
* IT literate
* The ability to work some weekends and evenings
* An Enhanced DBS check will be required
* Experience of delivering training to groups of people with additional support needs
* Access to transport and ability to travel across Cardiff, Rhondda and surrounding areas
* An understanding of the issues around good practice in working with volunteers

Desirable

* Ability to speak Welsh
* Experience of similar projects
* Proficient in the use of social media
* Good numeracy skills
* Personal experience of volunteering
* Recent employment in the Voluntary Sector