



Regional Volunteer Manager Job Description

Location: Anglesey, Conwy and Gwynedd

Salary: £12,000 approx for 2.5 days per week

The Organisation

Tir Dewi is a charity which provides support to farmers and farming families via a Freephone Helpline and on-farm Support Service. The services are provided by a team of volunteers who have experience of, or empathy with farming and have had appropriate training. The support we provide is very varied but makes a real difference to the lives of farmers, many of whom are experiencing crisis.

We launched the service in North Wales in 2020 and are now looking for a new colleague to develop the volunteer team and take responsibility for organising their activity.

The Role

As a volunteer coordinator, you will have the following responsibilities:

- Lead the development of the team of volunteers in the region including recruiting new volunteers.
- Carry out induction and all appropriate safeguarding checks for volunteers.
- Organise and manage volunteer training, both in-house and third-party providers.
- Manage volunteer activity, ensuring that all volunteers are as involved as possible depending on their skills, experience and willingness to volunteer.
- Monitor, support and motivate volunteers.
- Help to review and update volunteer policies and procedures.
- Create and maintain a local register of volunteers.
- Organise and stage volunteer meetings to ensure that best practice is maintained across the organisation.
- Identify skills gaps and areas with few volunteers and recruit to specifically fill these gaps.
- Provide and manage support for volunteers, particularly those dealing with difficult cases.
- Promote volunteering for Tir Dewi through recruitment and publicity strategies and campaigns.
- Organise volunteer rotas.



- Ensure timely and accurate reimbursement of expenses.
- Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes.
- Monitor and evaluate activities and contribute to reports for funders and trustees.
- Maintain databases and undertake any other administrative duties.

It is planned that the role will be Home-Based but office accommodation could be provided for the right candidate if required.

The staff team at Tir Dewi is small and we each support the other members wherever possible. This will be particularly true with the other Regional Manager in the South of the country who will share our experience with you in order to support you and grow a team culture. There will be significant opportunity for the Regional Volunteer Manager to impact across the charity.

The Person Specification

As Regional Volunteer Manager at Tir Dewi you will have experience of independently managing teams of volunteers or others engaged on projects and of contributing to the management of an organisation in a full and effective way.

You will ideally have empathy with our target community, farmers and their families. You may be from a farming background or farming community yourself.

The main skills which you will have are:

- Experience of managing or coordinating projects and volunteers or directly transferrable experience in a similar role.
- Excellent communication skills in both Welsh and English.
- Strong interpersonal skills and the ability to deal with a diverse range of people.
- An empathy with volunteers and an understanding of their needs and the patience to support them.
- The capacity to inspire and motivate others.
- The ability to deal with information in a confidential manner and respond with sensitivity.
- You will be highly organised with good administrative and IT skills, and an ability to maintain records and produce clear written and oral reports.
- The ability to create and maintain records, both paper and digital and to provide analysis of work in order to inform decision making.
- A flexible and non-judgemental approach to people and work.



As a charity, we need a colleague who has the ability to cope with a range of demands, seize opportunities and think creatively. You will need a full driving license and use of a car, for the purposes of visiting organisations and volunteers.

Tir Dewi provides a bilingual service in Welsh and English and it is essential that you are a fluent Welsh speaker.

Salary

This is a part-time role of 20 hours per week. While there will be flexibility in when these hours are worked there will be the need for some evening and weekend activity.

In return for your commitment we offer a salary of approximately £12,000 per annum, depending on experience. Additionally, there is a stakeholder pension scheme and traveling expenses are reimbursed.

To Apply

Please send a CV and covering letter to gareth@tirdewi.co.uk. If you have any questions which are not answered in this document, please call 01348 837600. The closing date for applications is 3rd April 2022.

