

**VOICES FROM CARE CYMRU**

**JOB DESCRIPTION**

**JOB DESCRIPTION:** Volunteer Development Officer

**ACCOUNTABLE TO:** Volunteer Coordinator

**LOCATION:** Based at: 45, The Parade, Roath, Cardiff, CF24 3AB

**HOURS OF WORK:** 21 hours

**SALARY:** £11,571 per annum (£19,285 pro rata)

**CONTRACT TYPE:** Fixed term until May 31 2022

**Mission and Values**

Voices From Care Cymru exists to improve the lives of care experienced children and young people in Wales, which we achieve by being an independent voice

The things we value are:

* **Being Young-Person Led**

Everything VFCC does is guided by care experienced children & young people. Our Board of Trustees is split between young people and professionals and we regularly consult children and young people on issues that are important to them.

* **Equality For Everyone In Care**

We believe that care experienced children & young people should have the same chances and opportunities as their non-care experienced peers. They should not have to face stigma, discrimination and barriers in life because of their care experience.

* **Creating A Care Family**

VFCC provides the opportunity for care experienced children & young people to meet, grow, learn and develop long lasting friendships.

* **Being Aspirational**

VFCC wants care experienced children & young people to be everything that they can be. We want to inspire them and nurture their potential.

* **Celebrating Individuality**

VFCC is a unique organisation and we recognise and celebrate the individuality and diversity of the children & young people we work with. We see that the different backgrounds, experiences and views of care experienced children & young people help us to develop as an organisation and better represent the wider care population.

**PURPOSE OF POST**

This post is funded by WCVA’s Resilience Fund to support the creation & expansion of VFCC’s Care Experienced Network. Our Care Experienced Network aims to build a community of those with lived experience of the care system in Wales. Allowing those who understand the needs of care leavers with the opportunity to provide work experience, mentoring, fundraising, volunteering time and their expertise that match VFCC’s strategic aims. The Volunteering Development Officer will be involved in the day to day connecting, building and sustaining relationships with lived experience adults in Wales through the development of our network. They will also be working with our existing membership of care experienced young people to connect with Care Experienced Network activities and members. This role will be organizing and facilitating 'meet ups' in addition to leading on the project’s communications.

**Key Tasks**

**The VFCC experience:**

* To ensure that those with Care Experience have a positive experience of VFCC.
* To ensure VFCC is a safe and supportive environment for our members.
* Young people and ‘Care Experienced Network’ members are meaningfully involved within Voices from Cares activities.
* To actively promote and raise awareness of Voices from Care Cymru’s Care Experienced Network and wider VFCC activities
* That young people are signposted to other opportunities to fully develop their skills and experience.

**Events:**

Developing, organising and delivering:

* To bring groups and people together to develop new activities and help support our care experienced community.
* A range of virtual and in person Care Experienced Network engagement events, activities and campaigns.
* Workshops for young people and Care Experienced Network members, to provide opportunities to influence policy, practice and change through a collective voice.
* Quality communications & information for Care Experienced Network members and young people looked after in all settings on the activities and services of Voices from Care and other organisations.
* Reports of the opportunities, ideas and viewpoints identified by the Care Experienced Network members and care experienced young people.

**Organisational Development:**

Making contributions to:

* Project monitoring and evaluation
* Participate in the overall activity of the organisation that may include campaigning, research etc.
* Contribute to the development and review of VFCC’s systems and processes

**Organisational Promotion:**

* To build relationships with external partners
* To recruit potential Care Experienced Network members and VFCC volunteers.
* To establish links with relevant professionals
* To engage in outreach work with care experienced young people which will include outreach visits, one to one’s and communication online and over the phone.
* To work with the Volunteer Coordinator, Innovation Manager and Communication Coordinator on the development of Social Media content/campaigns
* To represent VFCC in a professional manner at all times

**Other duties:**

# To work within the organisation’s policies and practice guidelines.

# To participate in supervision sessions, staff meetings, managerial meetings and other team activities.

# To carry out any other reasonable duties as may be required by the Chief Executive Officer and/ or your Line Manager

The post is a combination of outreach fieldwork, office-based and home based. The Volunteering Development Officer will be required to work evenings and weekends with occasional requirement to stay away from home overnight and to travel throughout Wales.

**DEVELOPMENT OFFICER**

**PERSON SPECIFICATION**

**Essential**

# Knowledge and Experience

* Experience of working in the voluntary sector.
* Experience of working with young people.
* Has knowledge and understanding of issues affecting care experienced children and young people.
* Understanding and ability to actively engage and support young people and adults in participation opportunities.
* Experience of developing and facilitating workshops or programmes that empower project participants, either online or in person.
* Experience of building relationships with external partners/professionals.
* Experience of managing risk relating to activities and projects.
* Experience of updating and/or reporting on monitoring systems.
* Understanding of safeguarding, confidentiality and data protection (GDPR)

# Skills

* Ability to plan, prioritise and work to deadlines.
* Ability to deal with, the emotional pressures associated with the experiences of some young people who have been through the care system.
* Ability to communicate effectively with young people, volunteers and professionals, both in writing and verbally – including delivering presentations to groups of varying sizes.
* Ability to use IT packages and Social Media applications– e.g. Word, Excel, Powerpoint, Facebook, Twitter.

# Values

* Share and live the values of VFCC.
* Committed to equality and diversity.
* Good team worker.

# Additional requirements

* Full, current, clean, UK driving licence.
* Willingness to travel throughout Wales meeting children, young people and professionals.

# Desirable

* Personal experience of the care system.
* Qualified to degree level or with other relevant qualifications/experience.
* Ability to speak Welsh.
* Desirable to have lived in experience