



JOB DESCRIPTION

Title:	Youth Volunteering Officer
Salary:	£23,541
Hours:	37 Hours
Location:	Carmarthen but working remotely at present
Responsible to:	CAVS Volunteering Officer
Contract:	Until September 2022

JOB PURPOSE

The Youth Volunteering Officer will recruit and place a diverse range of young volunteers across organisations in Carmarthenshire, increasing the number of opportunities for both young volunteers and young trustees as well as raising the profile of youth volunteering.

DUTIES

- 1 Recruit and place young people as volunteers with volunteer-involving organisations in Carmarthenshire.
- 2 Recruit and support volunteer-involving organisations who are prepared to make a commitment to provide a quality volunteering opportunity for a young person.
- 3 To work closely with CAVS Development Support Officer to support organisations identified to appoint a young trustee to board structures, as appropriate.
- 4 Ensure the service provided meets the TSSW (Third Sector Support Wales) service specification standards.
- 5 To work closely with Carmarthenshire schools, publicising and promoting volunteering and the opportunities available to young people, especially those working towards the Welsh Baccalaureate and Duke of Edinburgh Award.
- 6 To work with the young volunteers to create digital content including case studies, demonstrating the benefits of volunteering to young people together with demonstrating to organisations the benefits of youth volunteering. As well as a promotion tool during the project, this content will also act as a legacy to the project.
- 7 Provide or source relevant training for both young volunteers and volunteer-involving organisations, as appropriate.
- 8 Participate and publicise CAVS volunteering activity including CVON (Carmarthenshire Volunteer Organisers Network) and other Volunteer Centre activity.

- 9 Support the delivery of the Carmarthenshire Youth Led Grant Scheme.
- 10 Attend relevant partnership and network meetings including Third Sector Support Wales networks, disseminating key information to colleagues.
- 11 To maintain professional standards and adhere to the required standards of administration and record keeping including maintaining accurate electronic records, report writing and case studies as required by CAVS and the funder.
- 12 Any other duties commensurate with the role, in agreement with line manager.
- 13 CAVS is an umbrella organisation, supporting the Third Sector in Carmarthenshire as well as offering membership benefits. Staff are required to carry out their duties to support and promote this ethos, including adopting a positive attitude and approach to their post as well as a team building approach.