

Dear Applicant,

Thank you for your interest in the role of Volunteer Programme Manager at Community and Voluntary Support Conwy (CVSC).

This position is a new and exciting project funded by Spirit of 2012 as an opportunity to support volunteering in the local community named "Amdani Conwy! (Go Conwy!)". The project is being delivered in partnership by Conwy County Borough Council, Disability Arts Cymru and Community and Voluntary Services Conwy as part of Creu Conwy, Creating the Spark – a Cultural Strategy for Conwy County 2021-2026.

Amdani will create an inclusive & engaging cultural events volunteering programme that enables residents & communities of Conwy to thrive & flourish. This volunteering programme is open to everyone who lives in the County with an emphasis upon ensuring that those who face greater barriers, especially Deaf & disabled people, and those facing isolation or economic disadvantage, are given greater support to take part.

The programme will increase the representation of the diverse demographic make-up of our communities, reinvigorating & reinventing volunteering across the sector. We commit to volunteering opportunities that are more responsive, accessible, inclusive & fun.

We will celebrate the achievements of our volunteer participants within their own communities, across the County & through our partner networks, enhancing their sense of belonging & inspiring others who have felt excluded to participate.

Job Description

Job Title: Amdani Conwy! (Go Conwy!) Volunteer Programme Manager

Location: Hybrid working: home and Colwyn Bay office

Responsible to: CVSC/Amdani Steering Group

Working week: 37 hours per week, fixed term until the end of December 2024

Commencement: January 2023

Main Tasks:

The Amdani Conwy Volunteer Programme Manager, in liaison with the Amdani Access & Inclusion Officer, is responsible for the creation and development of a new inclusive and engaging cultural events volunteering programme in Conwy. The programme intends to increase the representation of the diverse demographic make-up of our communities, reinvigorating and reinventing volunteering to be more responsive, accessible, inclusive and fun!

Duties include:

- Developing and supporting quality and inclusive volunteer opportunities with a range of relevant and identified cultural stakeholders and partners – both voluntary sector and statutory, across the Conwy County including rural area
- Promotion/Marketing of Volunteer Opportunities via Volunteering Wales platform and other relevant outlets e.g. social media
- Supported and person-centred recruitment, referral and placement of volunteers into quality opportunities
- Delivery of relevant training to volunteers and volunteer involving organisations
- Ongoing support, monitoring and evaluation of volunteer placements to ensure a positive and inclusive volunteering experience
- Celebrate, recognise and reward volunteering efforts
- Ensuring compliance to and the promotion of the Amdani Conwy Framework, its branding and identity
- Ensuring targets and Project KPI's are fully met, providing quarterly progress reports for submission with project claims
- Ensuring ongoing links to and with the Creu Conwy Cultural Strategy and its Partnership

- Report writing and presenting to Amdani steering committee
- Ensuring the Spirit of Amdani leaves an embedded legacy within the communities of Conwy

Skills, Experience & Knowledge Required:

- Knowledge and experience of working with Volunteers and Voluntary Sector organisations.
- Relevant experience or professional qualification.
- A high standard of communication skills is essential. Post holder will need to be comfortable conversing in Welsh.
- Computer Literacy including expertise with Windows based/Office packages.
- Ability to work under own initiative, to deadlines and under pressure.
- Must be willing to travel.
- Great interpersonal and presentation skills.

Salary and Conditions of Service:

SCP17 - £24,920 for a 37-hour week

Private Health Care Plan.

Flexible working arrangements.

Post will be subject to DBS certification.

Pension: Local Government pension scheme or private pension option available.

New entrants to CVSC are subject to a probationary period of 6 months. Period of notice to terminate employment is one month notice on either side.

CVSC is an equal opportunities employer, and we strongly encourage applications from individuals from diverse and underrepresented backgrounds, and those with lived experience of other protected characteristics.

About Amdani!

The project will endeavour to:

Restore - Reverse post-Covid decline in volunteering by supporting people to return to (or try out) practical, fun and creative in-person volunteering.

Involve - Increase the representation of lived experience in volunteering using action research to co-design a new, relevant and realistic volunteer framework that meets the needs of our communities.

Unify- Through cultural event volunteering we will foster a sense of belonging & shared identity across our entire volunteer cohort.

Adapt - We will create bespoke volunteering opportunities that fit peoples' busy lives. They will reflect the changing volunteering landscape post-Covid, digital developments, and the needs of different sectors of our community.

Embed - Amdani! is directly linked with Creu Conwy Cultural Strategy placing activity in spotlight areas in Abergele, Colwyn Bay, Conwy, Llandudno & Llanwrst, embedding a long-term cultural vision.

The project will appoint two officers:

Volunteer Programme Manager, CVSC

This officer will coordinate the volunteer programme, working closely with the Access and Inclusion Officer to ensure a co-designed and accessible programme including volunteer framework, recruitment, support and recognition.

Access and Inclusion Officer, Disability Arts Cymru

This officer will be responsible for working closely with deaf & disabled Creative Facilitators, existing & potential volunteers & cultural partners to develop new pilot opportunities. Together these groups will challenge existing volunteering frameworks from roles to recruitment, & co-design new opportunities that area flexible, appropriate & accessible. The access budget will be managed and delivered by this post holder.

About CVSC

Community and Voluntary Support Conwy (CVSC) is celebrating 25 years as the umbrella organisation set up to develop and promote voluntary and community action in the County of Conwy. It is a partner organisation of [Third Sector Support Wales](#) (TSSW) which is a network of support organisations for the whole of the Third Sector in Wales.

CVSC aims to provide comprehensive support to community groups on topics such as Governance, Involving Volunteers, Sustainable Funding and Engagement and Influencing.

About Disability Arts Cymru

Disability Arts Cymru (DAC) aims to build on its impact as the national arts leader for disability and Deaf arts, to stimulate and create quality arts experiences that benefit all. It directs support for emergent and established disabled and Deaf artists

throughout Wales, seeking to determine an international impact in promoting arts expressions and practice through the lens of disability.

DAC has become more recognised within the established arts sector across Wales, with a robust, energetic, and clear future direction. It will create more opportunities for artists, support the wider arts sector by creating inclusive collaborations, alliances, and practices.

DAC strives to influence at the highest levels, continuing and building on relationships with Arts Council Wales, the Welsh Government, Creative Wales, Future Generations Commissioner British Council, DCMS, UK Government and the EU, plus other local and international arts & policy makers, particularly United Nations Convention for the Rights of Disabled People.

[Application Form](#)