

## Job Description

### Volunteer and Employability Lead

**Reporting to:** Head of Development

**Responsible for:** Volunteers, Employability Programme participants

**Hours:** 30 - 37.5 hours per week. This role will require some evening and weekend working.

**Contract:** Fixed-term until March 2028 **Terms:** 33 days including bank holidays pro rata. After two years' service this increases by 1 day a year up to a maximum of 5 days (pro rata). 1 day volunteering leave per year also available (pro rata)

**Salary:** £26500-£30000 pro rata

#### FareShare Cymru

FareShare Cymru is an independent charity and part of the national FareShare UK network of surplus food redistribution charities.

We turn an environmental problem into a social solution. We source quality surplus food - from food retailers, manufacturers, and suppliers - engaging volunteers to redistribute to local charities and community groups that provide meals to support their communities and increase the social impact of surplus food.

This is an exciting opportunity to be instrumental in setting the next phase of our development.

#### Circumstances

The role is based in our Cardiff warehouses, Capital Business Park, CF3 2PU.

#### Purpose Of The Role

To design, deliver and continually improve the volunteering and employability programmes at FareShare Cymru, focusing on recruiting, supporting and retaining volunteers; designing and delivering an employability pathway that includes one-to-one support, group training and meaningful work experience; building strong relationships with referral partners and employers; and ensuring a high quality, supportive and inclusive experience for all volunteers and employability participants. The postholder will help individuals overcome barriers, build skills and move closer to employment, education or training.

To deliver identified project outcomes as required by funders and the Senior Leadership Team, in line with the FareShare Cymru strategy.

## **Main Tasks and Responsibilities:**

- Lead on recruitment and retention of volunteers and employability participants.
- Support the Training Lead with induction training for volunteers and employability participants.
- Maintain accurate records of volunteer and employability participant involvement.
- Develop and implement a structured employability programme, including work experience, 1-2-1 and group training sessions and employability skills support.
- Support warehouse-based learning opportunities in collaboration with the Operations Team.
- Work closely with the Training Lead to ensure uptake of mandatory training for volunteer roles.
- Work with the Training Lead and Culinary Lead for skills development opportunities.
- Continuously improve volunteer and employability participant pathways based on feedback and organisational need.
- Foster a positive volunteer culture, ensuring good communication and recognition of achievements e.g. organising volunteer events.
- Promote both programmes to referral agencies, employers and partners to meet recruitment and progression targets.
- Develop pathways for employability participants to progress into work
- Ensure Investing in Volunteers re-accreditation.
- Deliver corporate volunteering days and develop this into an income stream
- Source funding and generate income to develop and maintain the volunteering and employability programmes
- Lead on safeguarding for FareShare Cymru.
- Produce reports, updates and presentations; ensure data accuracy and compliance.
- Contribute to continuous organisational development and cross team collaboration.

## **Person Specification**

### **Experience**

#### **Essential**

- Demonstrable experience supervising and supporting volunteers.
- Demonstrable experience supporting people facing barriers to employment or progression.
- Experience of delivering training or group facilitation.
- Experience successfully building relationships with partners, employers or referral agencies.
- Experience of working with people from diverse backgrounds.
- Experience of income generation
- Knowledge and understanding of safeguarding
- Delivering projects to targets and deadlines.

### **Desirable**

- Experience as a volunteer.
- Knowledge of the benefits system.
- Experience in the Welsh Third Sector.
- Welsh language skills.

### **Skills & Abilities**

- Strong communication, listening and relationship building skills.
- Empathetic, non-judgemental approach to supporting individuals.
- Excellent organisational and prioritisation skills.
- Confident public speaker and facilitator.
- IT proficiency (databases, spreadsheets, email, word processing).
- Ability to work proactively both independently and within a team.
- Full driving licence and access to a vehicle.

### **Personal Qualities**

- Motivated, proactive and solution focused.
- Reliable, responsible and professional.
- Positive attitude and enthusiasm for supporting people.
- Flexible approach to working hours and environments.
- Commitment to FareShare Cymru's values and the wider Third Sector.