

JOB DESCRIPTION

Reference Number:

Job Title:	Volunteer Coordinator
Location:	Flintshire - Home based with some local travel
Contract Type:	Initial Fixed Term Contract until 28 February 2027
Hours:	21 hours per week
Salary:	£15,375 pro rata (£25,625 Full Time Equivalent)
DBS:	Enhanced Level DBS
Job Family:	Job Family 3
Interview Dates:	July 2026

Who we are

Volunteering Matters believe people have the power to create change. Whether through volunteering by helping others and giving time, or through social action such as speaking up, campaigning, or leading change, everyone can make a difference. We bring people together through volunteering, to build stronger communities, making sure everyone has the chance to get involved and create real change.

Since 1962, we've used our influence to champion volunteering as a powerful tool to build a thriving, resilient society. Our projects are co-created with the people and communities we work alongside: an approach that encourages our participants to become future volunteers and leaders, not just beneficiaries. We understand the pressures of day-to-day life and create flexible, inclusive volunteering opportunities for people at all stages of life. And beyond delivering projects on the ground, we use our voice to shape policy and practice – ensuring volunteering stays recognised, supported and sustainable.

What we do

We help people of all ages and backgrounds get involved in volunteering and social action. We focus on making sure that everyone, no matter their situation, has the chance to take part.

How we do this

We support people to share their time and skills to help others and tackle big challenges in their communities.

- **We remove barriers to volunteering and social action**, making it easier for people who don't always get the chance to take part
- **We listen to and amplify voices** that aren't always heard, helping volunteers and communities influence change



- **We help volunteers beyond their first experience**, offering training, support, and new opportunities
- **We connect businesses with communities**, creating meaningful volunteering projects
- **We show the impact of volunteering & social action**, proving how it changes lives

Why Join Us?

Every day, older people across Flintshire experience loneliness and social isolation. As our Volunteer Coordinator, you'll lead a project that connects people with friendship, support and their community. Working alongside an amazing group of volunteers, you'll help older people build confidence, improve wellbeing and live more connected lives.

About the role

We're looking for a Volunteer Coordinator to lead our Flintshire Befrienders project. You'll recruit, train and support volunteers, build partnerships and relationships across Flintshire, and ensure older people receive high-quality befriending support that helps reduce loneliness and improve wellbeing.

This is an ideal opportunity for someone who enjoys working with people, building relationships and making a visible impact in their community. A typical week might include:

- Meeting a new volunteer who is interested in getting involved
- Matching an older person with a new befriender who can support them
- Attending a community networking event
- Supporting volunteers on a 1:1 level
- Writing progress updates for our funders and supporters
- Planning a social activity, or a celebration event

What we offer

- Flexible, home-based working with the chance to be out-and-about in the community too
- We trust our staff to manage their own workload and diary. This role is home-based, with flexibility around working hours and travel across Flintshire to meet volunteers, older people and partners.
- The opportunity to make a meaningful difference to older people's lives
- A supportive and values-led staff team
- Training and development opportunities



- Mileage and travel expenses reimbursed
- IT equipment provided
- Flexible working hours that help support a positive work-life balance
- Unlimited annual leave

Key Duties and Responsibilities

- Coordinate the Flintshire Befrienders project, meeting ambitious goals, ensuring all older people and volunteers have a great experience
- Establish strong relationships with colleagues, Volunteers, older people and partners
- Recruit, train and support a team of Volunteers who provide life-changing support to older people across Flintshire
- Match volunteers with older people to create meaningful and sustainable befriending relationships.
- Ensure the project is delivered safely and of the highest quality standards
- Ensure project information and data is collected, and helping to provide updates to funders
- Promoting and representing Flintshire Befrienders and Volunteering Matters to others
- Admin tasks including maintaining records, using a database and Office 365

Skills Required

- Good knowledge of the life challenges that older people face
- The ability to assess the needs of an individual, using a person-centered approach
- Good written and verbal communication skills
- Good people skills - able to build professional relationships and motivate others
- Good organisational skills including strong attention to detail, the ability to manage a busy workload, prioritize effectively, and working to deadlines



- Good IT skills including the use of Office 365, Microsoft Teams and other software packages
- Good problem-solving skills, able to work independently and use own initiative
- Due to some travel involved, a driving license and access to own vehicle is essential

Essential Experience Required

- Experience supporting older people
- Experience in recruiting, managing and supporting volunteers
- Experience of working remotely while being an effective team member
- Experience in developing strong partnerships/relationships
- Experience of achieving ambitious goals, and working to strict deadlines

DBS check

This role requires an Enhanced Level DBS. We will support you to obtain this.

Other Requirements for all Volunteering Matters staff

- Enthusiasm for volunteering and creating positive change in communities
- Demonstrates awareness of and alignment with Volunteering Matters' core values
- Works well with others and contributes to a supportive, inclusive workplace environment
- Commitment to Equality, Diversity, and Inclusion (EDI) and treating all people fairly
- Must adhere to the organization's Code of Conduct
- Adhere to all health and safety policies and procedures, and promptly report any hazards, near misses, or incidents in line with organisational guidelines



This role is funded by:



Disability Confident & Reasonable Adjustments

We guarantee to interview anyone with a disability whose application meets the essential criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the Job Description under skill and experience.

To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your cover letter.

If you have any questions about current vacancies, the recruitment process, or need support, our team is here to help. Whether you're a candidate looking for more information or with an HR query, please don't hesitate to get in touch.

You can contact us directly by emailing HRPay@volunteeringmatters.org.uk, and a member of the team will get back to you as soon as possible.



This job description is intended to include the broad range of responsibilities and requirements of the job. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.



DISGRIFIAD SWYDD

Rhif Cyfeirnod:

Teitl y Swydd: Cydlynnydd Gwirfoddolwyr

Lleoliad: Sir y Fflint – yn seiliedig gartref gyda rhywfaint o deithio lleol

Math o Gontract: Contract Tymor Penodol cychwynnol tan 28 Chwefror 2027

Oriau: 21 awr yr wythnos

Cyflog: £15,375 pro rata (£25,625 cyfwerth llawn amser)

DBS: Gwiriad DBS Lefel Uwch

Teulu Swydd: Teulu Swydd 3

Dyddiadau Cyfweld: Gorffennaf 2026

Pwy ydym ni

Mae Volunteering Matters yn credu bod gan bobl y pŵer i greu newid. Boed drwy wirfoddoli trwy helpu eraill a rhoi amser, neu drwy weithredu cymdeithasol megis siarad allan, ymgyrchu, neu arwain newid, gall pawb wneud gwahaniaeth. Rydym yn dod â phobl at ei gilydd drwy wirfoddoli i adeiladu cymunedau cryfach, gan sicrhau bod pawb yn cael y cyfle i gymryd rhan a chreu newid gwirioneddol.

Ers 1962, rydym wedi defnyddio ein dylanwad i hyrwyddo gwirfoddoli fel dull pwerus o adeiladu cymdeithas ffyniannus a gwydn. Rydym yn cyd-ddatblygu ein prosiectau gyda'r bobl a'r cymunedau rydym yn gweithio gyda nhw – dull sy'n annog cyfranogwyr i ddod yn wirfoddolwyr ac arweinwyr yn y dyfodol, nid yn unig yn fuddiolwyr.

Rydym yn deall pwysau bywyd bob dydd ac yn creu cyfleoedd gwirfoddoli hyblyg a chynhwysol i bobl ar bob cam o fywyd. Yn ogystal â darparu prosiectau ar lawr gwlad, rydym yn defnyddio ein llais i lywio polisi ac arfer – gan sicrhau bod gwirfoddoli'n parhau i gael ei gydnabod, ei gefnogi, ac yn gynaliadwy.

Beth rydym yn ei wneud

Rydym yn helpu pobl o bob oed a chefnidir i gymryd rhan mewn gwirfoddoli a gweithredu cymdeithasol. Rydym yn canolbwyntio ar sicrhau bod gan bawb, beth bynnag yw eu sefyllfa, y cyfle i gymryd rhan.

Sut rydym yn gwneud hyn

Rydym yn cefnogi pobl i rannu eu hamser a'u sgiliau i helpu eraill ac i fynd i'r afael â heriau mawr yn eu cymunedau:

- Rydym yn dileu rhwystrau i wirfoddoli a gweithredu cymdeithasol
- Rydym yn gwrando ar leisiau nad ydynt bob amser yn cael eu clywed ac yn eu cryfhau
- Rydym yn cefnogi gwirfoddolwyr y tu hwnt i'w profiad cyntaf
- Rydym yn cysylltu busnesau â chymunedau



- Rydym yn dangos effaith gwirfoddoli a gweithredu cymdeithasol

Pam ymuno â ni?

Bob dydd, mae pobl hŷn ar draws Sir y Fflint yn profi unigedd ac ynysu cymdeithasol. Fel ein Cydlynnydd Gwirfoddolwyr, byddwch yn arwain prosiect sy'n cysylltu pobl â chyfeillgarwch, cefnogaeth a'u cymuned. Gan weithio ochr yn ochr â grŵp arbennig o wirfoddolwyr, byddwch yn helpu pobl hŷn i feithrin hyder, gwella eu lles, a byw bywydau mwy cysylltiedig.

Ynghylch y rôl

Rydym yn chwilio am Gydlynnydd Gwirfoddolwyr i arwain prosiect Cymdogion Cyfeillgar Sir y Fflint. Byddwch yn recriwtio, hyfforddi, a chefnogi gwirfoddolwyr, yn adeiladu partneriaethau a pherthnasoedd ar draws Sir y Fflint, ac yn sicrhau bod pobl hŷn yn derbyn cefnogaeth o ansawdd uchel sy'n lleihau unigrwydd ac yn gwella lles.

Mae hwn yn gyfle delfrydol i rywun sy'n mwynhau gweithio gyda phobl, adeiladu perthnasoedd, a gwneud gwahaniaeth gweladwy yn eu cymuned.

Gallai wythnos nodweddiadol gynnwys:

- Cyfarfod â gwirfoddolwr newydd sydd â diddordeb mewn cymryd rhan
- Cysylltu person hŷn â chyfaill gwirfoddol
- Mynychu digwyddiad rhwydweithio cymunedol
- Cefnogi gwirfoddolwyr ar sail un-i-un
- Ysgrifennu diweddariadau cynnydd i gyllidwyr a chefnogwyr
- Cynllunio gweithgaredd cymdeithasol neu ddigwyddiad dathlu

Yr hyn rydym yn ei gynnig

- Gweithio hyblyg o'r cartref gyda chyfle i fod allan yn y gymuned
- Ymddiriedaeth i reoli eich llwyth gwaith a'ch dyddiadur eich hun
- Cyfle i wneud gwahaniaeth ystyrion i fywydau pobl hŷn
- Tîm cefnogol sy'n cael ei arwain gan werthoedd
- Hyfforddiant a chyfleoedd datblygu
- Ad-dalu milltiroedd a threuliau teithio



- Cyfarpar TG yn cael ei ddarparu
- Oriau gwaith hyblyg sy'n cefnogi cydbwysedd gwaith a bywyd
- Gwyliau blynyddol diderfyn

Prif Ddyletswyddau a Chyfrifoldebau

- Cydlynu prosiect Cymdogion Cyfeillgar Sir y Fflint
- Adeiladu perthnasoedd cryf gyda chydweithwyr, gwirfoddolwyr, pobl hŷn a phartneriaid
- Recriwtio, hyfforddi, a chefnogi tîm o wirfoddolwyr
- Paru gwirfoddolwyr gyda phobl hŷn i greu perthnasoedd ystyrlon
- Sicrhau cyflenwi'r prosiect yn ddiogel ac o safon uchel
- Casglu data prosiect a darparu diweddariadau i gyllidwyr
- Hyrwyddo a chynrychioli'r prosiect a Volunteering Matters
- Tasgau gweinyddol gan gynnwys cynnal cofnodion a defnyddio systemau

Sgiliau Angenrheidiol

- Dealltwriaeth dda o heriau bywyd pobl hŷn
- Gallu asesu anghenion unigolion mewn ffordd sy'n canolbwyntio ar yr unigolyn
- Sgiliau cyfathrebu ysgrifenedig a llafar da
- Sgiliau pobl cryf
- Sgiliau trefnu rhagorol a gallu blaenoriaethu
- Sgiliau TG da, gan gynnwys Office 365 a Microsoft Teams
- Sgiliau datrys problemau a'r gallu i weithio'n annibynnol
- Trwydded yrru a mynediad i gerbyd

Profiad Hanfodol

- Profiad o gefnogi pobl hŷn
- Profiad o recriwtio, rheoli a chefnogi gwirfoddolwyr
- Profiad o weithio o bell



- Profiad o ddatblygu partneriaethau cryf
- Profiad o gyrraedd targedau uchelgeisiol

Gwiriad DBS

Mae angen gwiriad DBS Lefel Uwch ar gyfer y rôl hon. Byddwn yn eich cefnogi i'w gael.

Gofynion Eraill

- Brwdfrydedd dros wirfoddoli a chreu newid cadarnhaol
- Aliniad â gwerthoedd Volunteering Matters
- Gallu gweithio'n dda gydag eraill
- Ymrwymiad i Gydraddoldeb, Amrywiaeth a Chynhwysiant
- Cydymffurfio â'r Cod Ymddygiad
- Dilyn polisiau iechyd a diogelwch

Caiff y rol hon ei ariannu gan yr:



Cyfweliadau a Chyfweliadau Gwarantedig

Rydym yn gwarantu cyfweliad i ymgeiswyr sy'n anabl sy'n bodloni'r meini prawf hanfodol. Nodwch hyn yn eich cais.

Cysylltu

Ebost: HRPay@volunteeringmatters.org.uk



VOLUNTEERING MATTERS

Nodyn

Bwriad y disgrifiad swydd hwn yw cynnwys ystod eang o gyfrifoldebau ac nid yw'n derfynol.

