

# Make a difference in the lives of people seeking sanctuary

## JOIN OUR TEAM

### **Birth Partner Volunteer Coordinator**

#### **20 hours per week**

£27,300 per annum (£14,560 pro rata)

Cardiff based

**At The Birth Partner Project, our vision is that no woman or birthing person should face birth alone.**

We are looking for someone really special to recruit, train and co-ordinate our expanding team of volunteer birth partners. You will be working with our existing Birth Partner Volunteer Coordinator, and others in our small team.

We'd love to hear from you if you are skilled at motivating volunteers, organising services on a day-to-day basis, and working in a supportive and respectful way. We're looking for someone who's passionate about the rights of women and birthing people seeking sanctuary.

We are committed to offering non-medical, culturally safe and trauma-informed support to women and birthing people seeking sanctuary during their pregnancies and into early motherhood.

For an informal conversation about the role ahead of applying, please contact Bec Woolley, Interim Project Lead ([bec@birthpartnerproject.org](mailto:bec@birthpartnerproject.org)). To apply, please submit a CV and a covering letter of no more than 2 sides of A4. Please note your covering letter should provide evidence of how your skills and experience meet the key points of the Job Description and Person Specification (see below)

**Application deadline: 12 noon Monday 15 April 2024 | Interviews: Week of 22 April 2024**

## Details of the Role

- 20 hours per week
- £27,300 per annum (£14,560 pro rata)
- Working mostly from home, with lots of in-person community-based travel in/around Cardiff
- This post is funded for 2 years, with likely extension to a third year and beyond
- Responsible to: Interim Project Lead, The Birth Partner Project
- Working hand-in-hand with our other Birth Partner Volunteer Coordinator means the balance of tasks outlined in the role profile below will vary, and you may be asked to do some more than others; the balance may also change over time.

## Summary of the Role

The successful candidate will:

- Work hand-in-hand with our existing Birth Partnering Volunteer Coordinator, to recruit and train a pipeline of well trained, active volunteers
- Actively participate as a Birth Partner alongside our volunteers, leading and supporting teams as necessary to bolster our volunteering capacity
- Link directly with our referral partners at Cardiff and Vale University Health Board, to ensure referrals are managed effectively
- Collaborate among the team and volunteers, to drive developments and improvements in the service, and support the sustainability and growth of the charity

## Description of tasks

- Proactively recruiting new volunteers, and developing our volunteers so that the Project has sufficient trained and active volunteers to meet the needs of people being referred
- Arranging initial and ongoing programmes of volunteer training to keep volunteers upskilled
- Coordinating ongoing support for volunteers (supervision, peer support and social activities)
- Managing incoming referrals and maintaining excellent relationships with referral partners
- Creating and managing volunteer-led birth support teams, with on-call rota support around the expected due date of each referral
- Supporting and/or leading briefing meetings for birth support teams at the beginning and end of the support period, and providing a point of contact/support throughout
- Supporting birth teams to provide appropriate postnatal support, adapting according to individual needs
- Supporting volunteers to complete all necessary case management documentation in line with policy and protocol (including accurate and sustained mandatory use of the Project's online case management system)
- Actively participating in birth team rota's and wider service provision as necessary, to bolster volunteer capacity, in line with all usual policy and protocol
- Communicating internally and externally with volunteers, mama's supported by the Project, and other stakeholders
- Rigorous attention to policy and procedure, particularly safeguarding and confidentiality
- Collecting routine data for monitoring and evaluation purposes
- Working actively with other team members to ensure our service is joined-up across the birth-partnering work and the weekly drop-in
- Responding to the needs of funders, including reporting to funders, and occasionally contributing to funding applications
- Facilitating and/or arranging regular supervision, debrief, mentoring and support for volunteers
- Communicating with partner organisations to support the development and profile of the Project
- Attending relevant training, and actively developing within the role to meet the service's evolving needs.

## Person Specification

### Essential Criteria

- Experience of recruiting and coordinating volunteers
- Knowledge and awareness of safeguarding in practice, trauma-informed care and/or issues impacting women and birthing people seeking sanctuary in Wales
- Awareness of the UK's asylum system and its impact on people experiencing it
- Experience of case management work including updating case management systems and maintaining confidentiality
- Self-motivated, with the ability to work autonomously and maintain professional accountability
- Commitment to widening inclusion, and an understanding of why it is important to do so
- Understanding of trauma informed care and embedding cultural safety in practice
- Digital literacy working knowledge of regular work-based digital platforms and the ability to assimilate new digital knowledge, including specific case management software)
- Excellent communication skills and the ability to co-ordinate and facilitate sessions in an accessible way
- Proven ability to be very organised, manage time well, and work with other people
- Ability to work within and uphold The Birth Partner Project's policies and protocols and contribute to the organisation's ongoing development

### Desirable Criteria

- Experience of working with pregnant people or with women in health or social care settings
- Ability to speak additional languages
- Lived experience of the asylum system
- Experience of working with translators and interpreters
- Experience of collecting outcomes and reporting to funding bodies
- Experience of developing working relationships with the health sector

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[www.birthpartnerproject.org](http://www.birthpartnerproject.org)