

YOUTH VOLUNTEER EXECUTIVE

ROLE DESCRIPTION
AGES 13-25

PROJECT

Youth Volunteer Executives

DURATION

Minimum 6 months

TIME COMMITMENT

2-4 hours a month (or more)

LOCATION

Mainly the University Hospital Wales, but occasionally other locations.
Online - virtually (feedback Surveys for example)

TRAINING

Online and Practical classroom training

REQUIRED CHECKS

Two references

EXPENSES

Reimbursed for travel to/from locations on day of volunteering

REPORTS TO

Youth Volunteer Project Manager

AGE REQUIREMENTS

Minimum 13 years old and Maximum 25.

The Project

The project aims to provide young volunteers the opportunity to have an important input into the delivery of the Pears funded youth volunteering programme within the Cardiff & Vale University Health Board. Getting involved in various tasks (as listed below). Making the Youth Volunteering programme more "youth led".

What you'll be doing

As a youth Volunteer Executive you would volunteer closely with the Youth Volunteer Project Manager to aid them in various tasks (you may not take part in all of the below tasks):

Research: Work with the Youth Volunteer Project Manager to find out what our youth volunteers are up to within their roles at Cardiff and Vale University Health Board (CAVUHB) and help to create volunteer newsletters, videos and social media articles on their activity.

Marketing: Attend volunteer fairs and help to keep the youth volunteering web pages up to date. Advise and help the Youth Volunteer Project Manager to design the visual content of marketing (web pages, posters, leaflets).

Volunteer recruitment: Help with recruitment campaigns, including youth volunteer open days and recruitment days. Inputting into the creation and set up of recruitment days. Sitting on interview panels. Contribute and take part in the creation and delivery of volunteer inductions.

Role descriptions: Assist in shaping and improving projects and role descriptions so that young people can relate to the content.

Socials: Support the Youth Volunteer Project Manager with youth volunteer social engagement events that young volunteers can attend.

Feedback: Attend feedback session to provide feedback on how the department and projects are developing and making suggestions on how improvements could be made.

Role is limited to the above while the project is new. You may not take part in all above tasks. Tasks will not be administration based in nature

What we ask of you

- To be willing to communicate with other young volunteers and staff.
- To be enthusiastic about the aims and work of Cardiff and Vale University Health Board (CAVUHB) and youth volunteering in particular.
- To be willing to give constructive feedback and opinions (or willing to learn to) on a variety of youth volunteer topics.
- To dedicate minimum 2-4 hours of volunteer time, or more, per month within a variety of (above mentioned) tasks either located on CAVUHB hospital sites (group meetings) or through the use of technology (online discussions/polls/feedback).
- Understanding the importance of confidentiality and Health Board procedures (taught at induction).
- Willingness to undertake training and to learn as the role progresses.

What's in it for you?

- Experience of team working and Improvement of problem solving skills.
- Satisfaction of assisting others and providing an invaluable service to the Health Board and community.
- Improve your communication skills, including active listening skills and conversational skills.
- An increase in confidence.
- Experience of helping to input into a youth volunteer service within a health board setting.
- Potential to undertake extra training with skilled trainers.
- Potential to volunteer additionally in other youth volunteer projects.
- A reference from the youth volunteer project manager (you must have volunteered for at least 4 months).
- Invitation to the Volunteer thank you event (usually in October/November each year).