

Job description

Job title: Head of Volunteering (Volunteering Vision Lead)

Responsible to: Assistant Director – Engagement & Support

Responsible for: Volunteering Manager

Salary: WCVA Grade E £45,602 rising to £48,380 per annum. The starting salary will be £45,602 with progress through the salary range linked to successful completion of probation period and our performance review process.

Contract length: 2 years, fixed term.

Base: WCVA operates a hybrid and flexible working policy which means you can work a proportion of your time at our offices or remotely (including at home). We are a pan Wales organisation with office hubs that staff can utilise. There will be a requirement to attend some specific staff events and work engagements at our offices.

Annual leave: 25 days per annum, plus bank holidays, plus five discretionary days.

Hours: 35 hours per week; flexibly.

Superannuation: WCVA provides a contribution of 9% of your annual salary to its approved pension scheme.

**Welsh Language
category:** Desirable

AIM OF THE POST

To provide the strategic vision, leadership, and expertise for volunteering across Wales, positioning WCVA as the national influencer and enabler for a thriving, inclusive, and resilient volunteering sector. Representing WCVA as co-owner of the Welsh Government's New Approach to Volunteering, the postholder will lead the implementation of the New Approach, ensuring alignment with WCVA's mission and strategic goals, and championing diversity and inclusivity, sustainability, and innovation in volunteering.

The post is fixed term for 2 years starting 1 April 2026.

MAIN DUTIES

- **Strategic Leadership:** Act as WCVA's lead for the achievement of the Volunteering Vision. Work with the Welsh Government to shape the implementation of the New Approach and drive WCVA's own objectives. Provide expert advice to WCVA's Senior Leadership Team and Board on volunteering trends, policy opportunities, and risks.
- **Policy Influence & Advocacy:** Lead WCVA's responses to volunteering-related legislation, consultations, and campaigns. Represent WCVA at high-level forums, influencing policy and funding decisions to embed volunteering in national strategies.
- **Stakeholder Engagement:** Build and maintain strategic relationships across Wales and the UK with voluntary, public, and private sector partners, including County Voluntary Councils, funders, and networks. Champion inclusive and diverse volunteering practices across Wales.
- **Innovation & Development:** Oversee development of bilingual resources, guidance, and training for volunteer-involving organisations. Promote innovative volunteering models, including flexible, informal, and digital approaches.
- **Evidence & Impact:** Monitor progress and measure effectiveness of outcomes, ensuring data-driven decision-making and continuous improvement.
- **Internal Leadership:** Line manages the Volunteering Manager and provides strategic direction to the volunteering team. Allocate resources and plan

tactically across volunteering projects, inspiring, motivating and supporting staff so that they deliver high quality work, working as an effective team,

- **Knowledge Sharing:** Cascade insights internally and externally to build sector capacity, ensuring WCVA and partners are informed of developments and best practice.
- **Communications:** Act as principal spokesperson for volunteering, adapting communication for strategic, tactical, and operational contexts. Drive the case for change using evidence and technical experience to build compelling arguments.
- **Governance & Compliance:** Ensure all volunteering frameworks comply with legal, safeguarding, and governance requirements. Provide regular progress and risk reports to WCVA leadership and Board.
- **Financial management & Income Generation:** Monitor and manage the group budgets, ensuring the team has a good understanding of each budget relating to their own activities. Explore opportunities to secure additional income to support volunteering, e.g. Employed Supported Volunteering and Youth Volunteering.

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

PERSON SPECIFICATION

The following are **essential skills** (candidates who cannot demonstrate these will not be short listed)

1. A commitment to WCVA's purpose.
2. Proven experience in strategic leadership within the voluntary sector or related fields, including setting up tactical objectives and overseeing delivery of complex projects.
3. Significant experience at a leadership role in volunteering; expert knowledge and understanding of volunteering policy/strategy with the ability to influence national strategies and legislative framework in Wales and the UK.
4. A commitment to foster a culture of equity, diversity, inclusion, and anti-racism where everyone feels they belong. This requires actively challenging discriminatory practices, creating an environment where

each individual has equal opportunities to thrive, and valuing diverse perspectives.

5. Proven ability to build and maintain high-level relationships with cross-sector partners, funders, and government bodies.
6. Demonstrated ability to allocate resources effectively, plan tactically, and manage competing priorities across multiple projects.
7. Experience of high-level strategic engagement with key partners and stakeholders.
8. Ability to monitor and evaluate outcomes and impact, using data to inform continuous improvement.
9. Excellent communication and advocacy skills, including adapting messages for strategic, tactical, and operational contexts.
10. Capacity to cascade knowledge internally and externally, fostering sector-wide learning and best practice.

The following are **key skills** (these skills are needed for the role but could be acquired on the job or through training within 6 months of appointment)

1. Ability to use data and insight tools for impact measurement and reporting.
2. Familiarity with digital volunteering platforms and emerging technologies.

The following are **desirable skills** (these skills are preferable, and would enhance the application)

1. The ability to communicate in Welsh; the appointed candidate is expected to display an awareness of and support for the Welsh language.