



Volunteer Development Officer

Part-Time – 17.5 hours per week

Salary: £25,000 per annum (pro rata)

Contract: 24 months (Volunteering Wales Main Grant funded)

Location: Llandysul, with travel across Ceredigion, Carmarthenshire and parts of North Pembrokeshire

Help strengthen volunteering across rural communities

Llandysul a Phont Tyweli Ymlaen is seeking a motivated and organised **Volunteer Development Officer** to help grow and support volunteering across its community projects, including ****Dolen Teifi Community Transport**.

The organisation works with communities across **Ceredigion, Carmarthenshire and parts of North Pembrokeshire** to improve access to services, support wellbeing, and strengthen local resilience. Volunteers play a vital role in this work, contributing thousands of hours each year through community transport, local initiatives, and community development activities.

This new role will focus on developing a **structured, inclusive and sustainable volunteering programme**, while guiding the organisation through the nationally recognised Investing in Volunteers accreditation.

Key responsibilities

The successful candidate will:

- **Further develop our bilingual volunteer recruitment strategy to increase the number and diversity of volunteers across the organisation**
- Strengthen our induction, guidance and support for volunteers
- Further develop volunteer role descriptions and a Volunteer Handbook
- Help coordinate training and development opportunities
- Establish a volunteer forum or subgroup to support co-production and feedback
- Develop systems to recognise and celebrate volunteer contributions
- Lead the organisation through the Investing in Volunteers accreditation process
- Monitor volunteer engagement and contribute to project reporting



About you

We are looking for someone who:

- Has experience working with volunteers, community organisations or the third sector
- Is organised and able to manage projects and priorities effectively
- Has strong communication and relationship building skills
- Is committed to inclusive and community led approaches
- Is confident using digital tools and communication platforms
- Can work independently while also supporting a wider team
- Is able to travel across **Ceredigion, Carmarthenshire and parts of North Pembrokeshire**

Welsh language skills would be welcomed but are not essential.

Why this role matters

Volunteers are at the heart of many services that help rural communities stay connected and active. This role will help strengthen and expand volunteering across the region, ensuring volunteers are well supported, valued and recognised for the difference they make.

The post also offers the opportunity to help the organisation achieve the **Investing in Volunteers** quality standard and embed best practice in volunteering across its work.

Further information

For further information or an informal discussion about the role, please contact:

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Closing Date: 4pm Friday 3rd July 2026