

# VOLUNTEER & RECRUITMENT DEVELOPMENT OFFICER

**Based:** Cardiff.

**Salary:** £18,475 (£25,865 fte)

**Term:** Permanent

**Hours:** Part-time, 25 hours per week

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Age Connects Cardiff & the Vale is looking for a Volunteer and Recruitment Development Officer to lead the recruitment, onboarding and development of volunteers for the Community Support Project.

We are looking for an individual with experience of managing the full recruitment process and organising recruitment campaigns.

You will need to be approachable with excellent communication skills and the ability to attract and engage with volunteers, recognising the important role volunteers play in delivering community services. If that sounds like you and you are able to deliver a modern, inclusive and engaging volunteer experience we would love to hear from you.

If you are interested in this role, please contact [julie@phoenixhr.co.uk](mailto:julie@phoenixhr.co.uk) for more information and an application pack

Other posts are available on the website <https://www.ageconnectscardiff.org.uk/> or from [julie@phoenixhr.co.uk](mailto:julie@phoenixhr.co.uk)

If successful you will need to undergo an Enhanced DBS Check.

Age Connects Cardiff & the Vale are an equal opportunities employer.

There is no closing date for this role and the vacancy will close when a successful candidate has been appointed.

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