Candidate Information Pack
Volunteer & Community Engagement Coordinator

Dear applicant,

Thank you for your interest in joining Open Newtown. Please find enclosed some background information and other details to help you decide whether to apply for the position, along with an application form on which to apply. In the interests of equality CVs will not be accepted. Applicants will be assessed on their ability to meet the criteria listed in the person specification below.

Enclosures

- Background information
- Job description
- Person specification
- Application form
- Equal opportunities monitoring form.

Applications can be submitted either by email to admin@opennewtown.org.uk or by post to the address below. The closing date is 12pm Friday 4th September 2026 Interviews: Wednesday 9th and Thursday 10th September 2026 at Hafan yr Afon.

Open Newtown welcomes applications from all sections of the community. We are committed to creating an inclusive workplace where everyone is treated fairly and with respect.

If you wish to have an informal discussion about the post, please email contact@opennewtown.org.uk, leaving your name and telephone number and an officer will call you back when available.

Yours faithfully,

Open Newtown

About Open Newtown

Open Newtown is a not-for-profit community land trust, dedicated to making Newtown a greener, healthier and more connected place to live, work and visit.

We manage 100+ acres of parklands in Newtown, delivering environmental projects, organising events and creating opportunities that improve wellbeing, bringing people together from the Newtown and Mid Wales area.

We also run Hafan yr Afon, a commercial enterprise which encompasses café and function room for hire, overlooking the River Severn.

Our work is built on partnership. We collaborate with local organisations, volunteers, schools, businesses and local groups to create projects that have lasting benefits for our community.

About this Project

This role is funded by the National Lottery Awards for All programme to establish a sustainable volunteer programme across Hafan yr Afon and Open Newtown. The successful candidate will recruit, train and support volunteers who contribute to cultural events, environmental projects, wellbeing activities and community initiatives. The aim is to leave a lasting volunteering legacy that continues beyond the funding period.

The project will also explore how volunteering and meaningful activity in green spaces can contribute to improved wellbeing through green prescribing, complementing more traditional social prescribing approaches. This will include creating practical opportunities for people to connect with nature, learn about the natural environment, develop skills, build social connections and contribute to the care and improvement of local green spaces.

Working with community organisations, mental health and wellbeing services and other partners, the postholder will help develop accessible pathways into these activities. Examples may include establishing a volunteer orchard maintenance group, creating opportunities for people to learn about nature, supporting activities within our parks and green spaces, and contributing towards the continued improvement and recognition of these spaces, including through the Green Flag Award.

An important part of the project will be capturing participation, outcomes, feedback and case studies to demonstrate what has been achieved and what has been learned. This evidence will help Open Newtown evaluate the effectiveness of the approach and inform the development of larger future projects in partnership with health services and other strategic partners.

Why Join Open Newtown?

- To make a genuine difference within your local community.
- Help create a brand-new volunteering programme from the ground up.
- Work with a friendly, supportive and passionate team.
- Enjoy flexible working around a 14-hour week.
- Access opportunities for training and personal development.
- Play a key role in strengthening community connections across Newtown.

About the Role

This is an exciting opportunity for someone who enjoys working with people and building strong community relationships. You will recruit, support and retain volunteers, helping people of all backgrounds become involved in activities that improve lives and strengthen our community.

Key Responsibilities

Volunteer Recruitment

- Recruit a diverse range of volunteers from across the local community.
- Promote volunteering opportunities through local networks, community groups, social media and events.
- Develop accessible pathways into volunteering for people of all ages and backgrounds.

Volunteer Support and retention

- Deliver inductions, guidance and ongoing support to volunteers.
- Maintain regular communication
- Create a welcoming, inclusive and positive volunteering experience.
- Organise volunteer recognition and appreciation activities.

Training & Development

- Coordinate volunteer training programmes.
- Arrange safeguarding, first aid and role-specific training where appropriate.
- Support volunteers to develop confidence, skills and experience.
- Ensure safeguarding is embedded within the planning and delivery of volunteer and community activities, particularly when working with people who may be vulnerable or who are introduced through partner organisations.
- Work with partner organisations to ensure appropriate safeguarding, referral and support arrangements are understood and followed.

Community Engagement & Partnership Working

- Build productive relationships with local organisations, community groups, mental health and wellbeing services and other partner agencies.
- Work collaboratively with partners to identify appropriate opportunities and pathways into volunteering, green prescribing and nature-based activity.
- Encourage participation from people experiencing isolation or barriers to involvement.

- Support community-led ideas and initiatives and help develop these into sustainable volunteering opportunities.
- Communicate and promote opportunities effectively through partner networks, community groups, events, social media and other appropriate channels.

Project Delivery

- Support volunteering opportunities within Open Newtown's environmental and green-space projects.
- Assist with cultural, wellbeing and community activities.
- Help develop practical green-prescribing and nature-based opportunities that connect people with local green spaces and the natural environment.
- Develop sustainable volunteer-led activities, which may include establishing an orchard maintenance group, nature-learning opportunities and practical stewardship of parks and green spaces.
- Support activities that contribute towards the quality, accessibility and community value of Open Newtown's managed green spaces, including work supporting the Green Flag Award.
- Work collaboratively with partner organisations to develop and test activities that could form part of future health and wellbeing programmes.

Monitoring

- Maintain accurate volunteer records.
- Record volunteer numbers, participation and engagement levels.
- Collect feedback, outcome information and case studies.
- Capture appropriate data to demonstrate the impact of volunteering, green-prescribing activities and partnership working.
- Contribute to project monitoring, evaluation and the production of a final project evaluation.
- Help identify what works, what could be improved and which activities have the potential to become sustainable.
- Contribute towards an evidence base demonstrating the outcomes and value of the project.
- Support the development of recommendations and evidence that can inform future funding applications and larger-scale projects with health services and other strategic partners.

General Responsibilities

- To promote equality, diversity and inclusion.
- Follow safeguarding, health and safety and data protection policies.
- Always represent Hafan Yr Afon and Open Newtown professionally.
- Undertake other reasonable duties relevant to the role.

Targets

The postholder will contribute towards:

- Recruiting at least 40 volunteers.
- Maintaining at least 25 active volunteers throughout the project.
- Delivering a structured volunteer programme.
- Supporting cultural, environmental and wellbeing activities.
- Creating recommendations for long-term sustainability.

Terms & Benefits

- Salary of £26,000 – £28,000 p.a. pro rata depending on experience
- 14 hours per week with flexible working.
- 12-month fixed-term contract.
- Based at Hafan yr Afon with community-based activities.
- 28 days annual leave (pro rata) to include bank holidays (pro rata).
- Auto-enrolment workplace pension (subject to eligibility).
- Training and development opportunities.
- Friendly and supportive working environment.

Who We're Looking For – Person specification

Essential

- Excellent communication and people skills.
- Ability to motivate and support volunteers
- Experience of community engagement or volunteer management.
- Strong organisational and administrative skills.
- Ability to work independently.
- Good IT skills including Microsoft Office and social media.
- Commitment to equality, inclusion and community development.
- Experience of effective partnership working and collaboration with organisations, community groups or agencies.
- Ability to collect, maintain and report accurate project and participation data.
- Ability to communicate and promote opportunities effectively through community networks, events, digital channels and social media.
- Ability to work collaboratively with partners while also working independently.
- An understanding of the importance of safeguarding when working with volunteers, community participants and partner organisations.

Desirable

- Experience working within the voluntary sector.
- Experience organising events.
- Knowledge of safeguarding procedures.
- Understanding of wellbeing, green prescribing, social prescribing, nature-based activity or community development.
- Experience of working with health, mental health, wellbeing or other community/public-sector partners.
- Experience of project monitoring, evaluation, data collection, feedback or case-study development.
- Knowledge of Newtown/Powys community networks.
- Welsh language skills.

OPEN NEWTOWN
Application Form

Position:

Full name

Home address

Telephone number(s) where we can contact you.

Email address

Have you any criminal convictions?

References *Please give details of two referees who are willing to support your application. One of these should be your most recent employer.*

Full name **Address** **Postcode** **Telephone** **Email** **May the above person be approached before any interview?** **How is this person known to you?**	**Full name** **Address** **Postcode** **Telephone** **Email** **May the above person be approached before any interview?** **How is this person known to you?**

Declaration *I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge the above information is correct.*

Signed **Date**

If you return this form by email, it will be accepted as signed unless you state otherwise.

Office use only **ON Ref:**

This cover sheet will be detached from your application prior to assessment.

1. Education and training *Please give details of any relevant qualifications or training, including any part-time courses. Continue on a separate sheet if necessary.*		
School / College / Awarding body	**Qualification**	**Date**

2. Present & previous employment/voluntary work over the past ten years *Relevant employment previous to this may be detailed on a separate sheet.*

Job Title	Employer	Dates	Summary of duties

3. Please give details of your knowledge, skills and experience relevant to this post

Please pay particular attention to this section as it tells us what makes you suitable for this job. Your application will be judged against the Person Specification. Please give evidence for each point on the Person Specification, being as specific as possible and supporting your answers with examples. Please also tell us why you wish to apply for this post. Continue on a separate sheet if necessary.

4. Are there areas of responsibility in the job description for which you may require special training or induction?
5. Please give details of any workdays missed through illness in the past 12 months (completion of this question is optional)
6. Where did you see this post advertised?

Closing date: 12pm Friday 4th September 2026 Interviews: Wednesday 9th and Thursday 10th September 2026. **Please ensure this form is returned by the deadline to:** **Email:** admin@opennewtown.org.uk **Post:** Open Newtown, Hafan yr Afon, Back Lane, Newtown, Powys SY16 2NH **This form can be made available in other formats on request.**

Equal Opportunities Monitoring Form

Position:

Open Newtown (ON) is committed to equal opportunities. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of sexuality, impairment, marital status, sex, age, race, religion, colour, or nationality.

To help assist ON to improve employment practices, all applicants are asked to answer the following questions, voluntarily, by putting a tick in the appropriate box. This information, which will only be used for monitoring purposes, will be treated as confidential and **will be separated from your application form before candidates are shortlisted.**

1. **Please tick the box corresponding to what you feel to be your Ethnic Group.** Note: Ethnic Group is not the same as 'nation of origin' or 'race', but is normally defined in relation to a people or culture with which a person, or their forebears, are most strongly identified.

☐ Bangladeshi	☐ Black African	☐ Black European
☐ Black Caribbean	☐ Black Other	☐ Chinese
☐ Indian	☐ Pakistani	☐ White European
☐ White Other	☐ Other (please specify)	

2. **My sex is:** ☐ Female ☐ Male ☐ Prefer not to say

3. **Do you consider yourself disabled?** ☐ Yes ☐ No

4. **Please state which age group you are in:**

☐ 16 –17	☐ 18 – 25	☐ 26 – 34	☐ 35 – 44
☐ 45 – 54	☐ 55 – 64	☐ 65 and over	