**Volunteer Ambassador**

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| **Role Title:** | Volunteer Ambassador (voluntary position) |
| **Location:** | Remote (must have access to own IT) |
| **Employer:** | Coed Lleol / Small Woods Association, registered charity 1081874 |
| **Hours:** | To be agreed |
| **Responsible to:** | Coed Lleol SW Area Coordinator |
| **Responsible for:** | Supporting volunteers across Wales |
| **Role purpose:**  - To support Coed Lleol to offer Time Credits to volunteers by managing the online account  - Adding Time Credits to each volunteer as directed  T- o support volunteers to access Time Credits system to understand how it works and claim rewards  **Main duties:**  - Work with Coed Lleol Coordinator to ensure each volunteer is set up with a Tempo Time Credit account  - To add earned credits to each account as directed by Project Officers across Wales  - Support Coed Lleol staff and volunteers to understand the Time Credit system | |

**Person specification:**

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| **Desirable** |
| Please note that none of the below skills are required to volunteer for us, however it would be great to learn more about any skills you have that relate to the below:     * An interest in or some experience in supporting volunteers * Confident with using IT * Access to PC / laptop * Good communication skills * Experience of working with individuals from diverse backgrounds * Ability to work in a confidential manner * Welsh speaker or learner |