



4.0 Volunteers

Posting Volunteering Opportunities Bilingually

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Introduction

As part of our wider commitment to ensuring equitable bilingual services and as a regulatory requirement, we aim to post all opportunities on the website in both Welsh and English.

In many cases, you as the volunteer involving organisation will be posting and updating opportunities directly on the site. In other cases you may be posting information via your local Volunteer Centre. Either way, it is a challenge for non-welsh speakers to ensure that Welsh versions are available.

Here is information we hope will make things just a little easier.



External Link

Guidance for organisations on posting volunteering opportunities in Welsh and in English on the website
[Volunteering Wales Website](#)

Many of the phrases in role descriptions are frequently used and we have identified some of them here. Using these, you can begin to write your own template role description bilingually (the same template may well be the basis for several opportunities you have to offer). You may then need to use a translation service or find a Welsh speaker, perhaps a volunteer. It's not best practice to use Google Translate as this is unreliable and can lead to errors although it can be used if you have Welsh speaking colleague to proof read the text.

You may be able to download [Cysill and Cysgair](#), the Welsh language spell checking service free of charge. This is currently available through a Welsh Government scheme for organisations who employ 10 staff or less. This is also available to purchase should your organisation employ more than 10 members of staff.

[Helo Blod](#) is Welsh Government's new service for small businesses and charities offering free translation of up to 500 words a month and free proof reading of up to 1,000 words per year. The Welsh Language Commissioner also offers free proof reading for up to a 1,000 words per year.



Information

If there are additional, well used phrases that it would be useful for us to add to this list, please let us know by email to volunteering@wcva.org.uk

Use of Tags

Tags are keywords which are extremely useful when searching for particular volunteer opportunities and information. **For example for a Befriending role you could use tag words such as 'isolation', 'mental health' or 'support'. This will make your volunteer roles more accessible and easier to find.** Remember to use both Welsh and English tag words to be inclusive for everyone.



Remember

Remember to use both Welsh and English tag words to be inclusive for everyone.

Volunteering Role Title **Teitlau Rolau Gwirfoddoli**

Admin Support

**General Administration
Support**

Befriending Volunteer

Meet and Greet Volunteer

Receptionist

Hospital Befriending

**Retail/Customer Service
Volunteers**

**Welsh Language Translator
Volunteer**

Trustees

Fundraisers

Community Fundraiser

Gardener

Cancer Advice Assistant

Musician

Tour Guide

Event Steward

First Aider

Treasurer

Secretary

Youth Club Assistant

Young Fire Fighters Scheme

Cymorth Gweinyddol

Cymorth Gweinyddol
Cyffredinol

Gwirfoddolwr Cyfeillio

Gwirfoddolwr Cyfarfod a
Chyfarch

Derbynnydd

Cyfeillio mewn Ysbyty

Gwirfoddolwyr Manwerthu/
Gwasanaeth Cwsmeriaid

Cyfieithydd Cymraeg
Gwirfoddol

Ymddiriedolwyr

Swyddogion Codi Arian

Swyddog Codi Arian
Cymunedol

Garddwr

Cynorthwydd cyngor cancer

Cerddor

Tywysydd

Stiward digwyddiadau

Swyddog Cymorth cyntaf

Trysorydd

Ysgrifennydd

Cynorthwydd Clwb Ieuenctid

Cynllun Ymladdwyr Tân Ifanc

Volunteering Role Title Teitlau Rolau Gwirfoddoli

Young Fire Fighters Scheme

Young Leader

Events Fundraising Officer

Caretaker

Volunteer Car Driver

Media and Publicity Volunteer

Activity Club Helper

Young Person's Champion

Independent Visitor

Sports Leader

Radio Presenter

Ward Visitor

Stock Room Volunteer

Café Assistant

Photographer

Group Leader

Variety of Roles

Dog Fosterer

Lunch Club Volunteer

Fundraising Support
Volunteer

Collection Co-Ordinator

Communication Volunteer

Cynllun Ymladdwyr Tân Ifanc

Arweinydd Ifanc

Swyddog Codi Arian
Digwyddiadau

Gofalwr

Gyrrwr Car Gwirfoddol

Gwirfoddolwr Cyfryngau a
Chyhoeddusrwydd

Helpwr Clwb Gweithgareddau

Hyrwyddwr Unigolyn Ifanc

Ymwelydd Annibynnol

Arweinydd Chwaraeon

Cyflwynydd radio

Ymwelydd ward

Gwirfoddolwr Ystafell Stoc

Cynorthwydd Caffi

Ffotograffydd

Arweinydd Grŵp

Rolau Amrywiol

Maethwr Cŵn

Gwirfoddolwr Clwb Cinio

Gwirfoddolwr Cymorth Codi
arian

Cydlynnydd Casglu

Gwirfoddolwr Cyfathrebu

Volunteering Role Title

Teitlau Rolau Gwirfoddoli

Volunteer Retail Assistant

Cynorthwydd Manwerthu
Gwirfoddol

Project Volunteer: Our Social
Networks

Gwirfoddolwr Prosiect : Ein
Rhwydweithiau Cymdeithasol

Describing Opportunity Details

Disgrifio Manylion Cyfleoedd

Providing customer service

Cynnig gwasanaeth i
gwsmeriaid

Helping customers when
needed

Helpu cwsmeriaid pan fydd
angen

Shop sales/warehousing

Gwerthu mewn siop/warws

Cleaning as required

Glanhau yn ôl yr angen

Sorting donations

Trefnu rhoddion

Steaming clothes

Stemio dillad

Pricing and hanging of clothes

Prisio a hongian dillad

General duties

Dyletswyddau cyffredinol

Operating cash till

Gweithio til arian

Window dressing

Addurno ffenestri

We need people to help with
activities within
the community

Rydyn ni angen pobl i helpu
gyda gweithgareddau
yn y gymuned

such as bucket collections,
merchandise sales
and awareness presentations

megis casglu arian mewn
bwced, gwerthu nwyddau a
chyflwyniadau codi
ymwybyddiaeth

Describing Opportunity Details

Disgrifio Manylion Cyfleoedd

Deal with phone calls, including enquiries and forwarding as appropriate

Preparation and clearing of rooms

Deal with room bookings and therapy session bookings

Liaise with course providers and participants

Ensure signing in and out procedure is adhered to

Committee member

Duties to include: managing staff, bidding for funding, performance reviews etc.

Ymdrin â galwadau ffôn gan gynnwys ymholiadau a throsglwyddo galwadau fel y bo'n briodol

Paratoi a chlirio ystafelloedd

Delio gydag archebion ystafelloedd ac archebion sesiynau therapi

Cysylltu â darparwyr a chyfranogwyr cyrsiau

Sicrhau y cedwir at y weithdrefn llofnodi i mewn ac allan

Aelod Pwyllgor

Dyletswyddau i gynnwys: rheoli staff, gwneud ceisiadau am gyllid, adolygiadau perfformiad ac ati

Categories for Volunteer Roles

Categoriâu Rolau gwirfoddoli

Administration and office work

Advice work and counselling

Advocacy

Animals

Befriending

Gwaith swyddfa a gweinyddol

Gwaith cynggori a chwmsela

Eiriolaeth

Anifeiliaid

Cyfeillio

Categories for Volunteer Roles

Categoriâu Rolau gwirfoddoli

Campaigning and lobbying

Caring

Charity shops and retail

Children and families

Community safety

Community work

Computers and technology

Disability and health

Driving

Drugs and addictions

Education and literacy

Employment

Fundraising

Gender and sexuality

Green/sustainable
development

Homelessness and housing

Hospitals and hospices

Human and civil rights

Languages

Legal work

Management and committee
work

Marketing/PR and media

Mental health

Ymgyrchu a lobio

Gofalu

Siopau a manwerthu elusenol

Plant a theluoedd

Diogelwch cymunedol

Gwaith cymunedol

Cyfrifiaduron a thechnoleg

Anabledd ac iechyd

Gyrru

Cyffuriau a dibyniaeth

Addysg a llythrennedd

Cyflogaeth

Codi arian

Rhywedd a rhywioldeb

Datblygu cynaliadwy/gwyrdd

Digartrefedd a thai

Ysbytai a hosbisau

Hawliau dynol a sifil

Ieithoedd

Gwaith cyfreithiol

Rheoli a gwaith pwyllgor

Marchnata/Cysylltiadau
cyhoeddus a'r cyfryngau

Iechyd meddwl

Categories for Volunteer Roles

Categoriâu Rolau gwirfoddoli

Older people

Overseas activities

Practical and DIY

Prisoners and ex-offenders

Race/ethnicity and refugees

Sports/ recreation and leisure

Teaching and training

The arts/culture and heritage

Trustees

Women's groups

Youth work

Pobl hŷn

Gweithgareddau tramor

Gwaith ymarferol a 'DIY'

Carcharorion a chyn-
droseddwyr

Hil/ethnigrwydd/ffoaduriaid

Chwaraeon/adloniant a
hamdden

Dysgu a hyfforddi

Y celfyddydau/diwylliant a
threftadaeth

Ymddiriedolwyr

Grwpiau menywod

Gwaith ieuencid

Describing Location Details

Disgrifio manylion lleoliadau

What type of premises..

Community based including
indoor /outdoor
activities

Outdoors

In family's homes

Factory based

Office/charity shop based

Ym mha fath o eiddo...

Yn y gymuned gan gynnwys
gweithgareddau dan
do/awyr agored

Tu allan

Mewn cartrefi teuluoedd

Mewn ffatri

Mewn swyddfa/siop elusen

Describing Location Details

Disgrifio manylion lleoliadau

At court

Farm Work

Hospital

Charity Shop

At local schools

Various locations through the
Community

Willingness to travel on
occasion would be helpful

Fully accessible

Assessed for fire risk

Is transport provided?

Public bus routes/train
stations nearby..

Accessible by Public Transport

On a Bus route

Nearest train station

On local bus route and not far
from the train station

Mewn llys

Gwaith fferm

Ysbyty

Siop Elusen

Mewn ysgolion lleol

Safleoedd amrywiol drwy'r
Gymuned

Byddai parodrwydd i deithio ar
adegaau yn ddefnyddiol

Hollol hygyrch

Wedi'i asesu ar gyfer risg tân

A ddarperir trafndiaeth?

Llwybrau bysiau cyhoeddus/
gorsafoedd trenau cyfagos..

Gallech gyrraedd ar
drafnidiaeth gyhoeddus

Ar lwybr bysiau

Gorsaf drenau agosaf

Ar lwybr bws lleol ac nid yw'n
bell o'r orsaf drenau

Describing Opportunity Times

Disgrifio Amserau'r Cyfle

Suited to shift workers

Minimum hours

This role is flexible

As and when required

Volunteer hours are negotiable

Monday 10am - 4pm or
Tuesday 10am - 2pm

Times to suit the volunteer
and the rota

Times to be agreed

We can be flexible around
your availability although we
will require a regular monthly
commitment

Addas ar gyfer gweithwyr sifft

Lleiafswm oriau

Mae'r rôl hon yn hyblyg

Yn ôl yr angen

Gellir trafod oriau
gwirfoddolwyr

Rhwng 10am a 4pm dydd Llun,
neu rhwng 10am a 2pm dydd
Mawrth

Amserau fel y bo'n addas i'r
gwirfoddolwr a'r rota

Amseroedd i'w cytuno

Gallwn fod yn hyblyg o ran
pryd rydych ar gael, ond bydd
angen ymrwymiad rheolaidd
bob mis

Describing Skills, Interests and Qualities

Disgrifio sgiliau, diddordebau a phriodoleddau

Reliable, friendly, honest,
proactive with a belief in
equality of opportunity

Non-judgemental

Good computer skills

IT skills: Skype, email, social
networking sites and the web
in general

Dibynadwy, cyfeillgar, gonest,
rhagweithiol ac yn credu mewn
cyfle cyfartal

Anfeirniadol

Sgiliau cyfrifiadurol da

Sgiliau TG: Skype, e-bost,
gwefannau rhwydweithio
cymdeithasol a'r we yn gyffredinol

Describing Skills, Interests and Qualities

Disgrifio sgiliau, diddordebau phriodoeddau

Volunteers need to have a pleasant manner as they will be dealing with members of the public

Previous administrative experience is preferred but not essential

Good organisational skills

Good communication skills in both English and Welsh desirable

Interest in local history and the community

Good people skills

Friendly, confident and outgoing

Flexible with time commitments

Enthusiastic, with good attention to detail

Must have clean driving licence and be aged 25+ for insurance purposes

Friendly, reliable and approachable manner. Ability to listen to questions and to answer appropriately

Happy to work with a wide range of people especially the elderly

Bydd angen i wirfoddolwyr fod yn glên gan y byddant yn delio â'r cyhoedd

Byddai profiad gweinyddol blaenorol yn fanteisiol ond nid yw'n hanfodol

Sgiliau trefnu da

Sgiliau cyfathrebu da yn y Gymraeg a'r Saesneg yn ddymunol

Diddordeb mewn hanes lleol a'r gymuned

Sgiliau pobl da

Cyfeillgar, hyderus a rhadlon

Hyblyg gydag ymrwymadau amser

Brwdfrydig, gyda sylw da i fanylion

Rhaid cael trwydded yrru lân a bod dros 25 oed, at ddibenion yswiriant

Rhywun cyfeillgar, dibynadwy a hawdd mynd ato/ati. Y gallu i wrando ar gwestiynau ac i ateb yn briodol

Hapus i weithio gydag ystod eang o bobl, yn enwedig yr henoed

Describing Skills, Interests and Qualities

Disgrifio sgiliau, diddordebau a phriodoledau

Previous experience of fundraising is not essential

Must have good technology and communication skills

Good communication skills

Reasonable communication skills and ability to get on well with people

A full driving licence with use of own car would be an advantage

Alternative transport arrangements may be looked at, where possible, on an individual basis

Good knowledge of the local area

A passion for improvement

Skills in HR, fundraising, accounts, legal, campaigning and media

Suitable for those 16 years and over

Must be aged 18+

Must be confident dealing with the public

Nid yw profiad blaenorol o godi arian yn hanfodol

Rhaid meddu ar sgiliau technoleg a chyfathrebu da

Sgiliau cyfathrebu da

Sgiliau cyfathrebu rhesymol a'r gallu i ddod ymlaen yn dda gyda phobl

Trwydded yrru lawn. Bydd defnyddio eich car eich hun o fantais

Efallai edrychir ar drefniadau trafniadaeth eraill pan fo'n bosibl, ar sail unigol

Gwybodaeth dda o'r ardal leol

Brwdfrydedd am welliant

Sgiliau mewn Adnoddau Dynol, codi arian, cyfrifon, cyfreithiol, ymgyrchu a chyfryngau

Addas ar gyfer unigolion 16 oed a hŷn

Rhaid bod dros 18 oed

Rhaid bod yn hyderus wrth ddelio â'r cyhoedd

Describing Skills, Interests and Qualities

Disgrifio sgiliau, diddordebau a phriodoledau

Must be confident as the first point of contact for people who may present as unwell or distressed and know who to direct them to

Applicants of all abilities are encouraged

All you need is your enthusiasm and willingness to help others

Rhaid bod yn hyderus fel y cyswllt cyntaf ar gyfer pobl a allai fod yn sâl neu wedi eu cynhyrfu, a gwybod at bwy y dylid eu cyfeirio atynt

Anogir ymgeiswyr o bob gallu

Yr unig beth sydd ei angen arnoch chi yw brwdfrydedd a pharodrwydd i helpu pobl eraill

Describing the Support and Supervision Available

Disgrifio'r Cymorth a'r Oruchwyliaeth sydd ar gael

Induction

One to one supervision

Peer support

Mentoring/buddying

Social events/meetings

Need additional support

The volunteer will always work with other volunteers

Volunteers will be working in a group and also on their own

Cynefino

Goruchwyliaeth un i un

Cymorth gan gymheiriaid

Mentora/cyfeillio

Digwyddiadau cymdeithasol/cyfarfodydd

Angen cymorth ychwanegol

Bydd y gwirfoddolwr bob amser yn gweithio gyda gwirfoddolwyr eraill

Bydd gwirfoddolwyr yn gweithio mewn grŵp ac ar eu liwt eu hunain hefyd

Describing the Support and Supervision Available

Disgrifio'r Cymorth a'r Oruchwyliaeth sydd ar gael

The role can take place on your own, or in a group

Volunteers will work with paid staff at first and then work with other volunteers

Individual role or take a friend/family member along as support

Training and full support provided

After initial induction, volunteers can decide to work alone or with others, friend/family member along as support

Part of a committee

Gallwch gyflawni'r rôl hon yn annibynnol, neu mewn grŵp

Bydd gwirfoddolwyr yn gweithio gyda staff cyflogedig i ddechrau cyn symud ymlaen i weithio gyda gwirfoddolwyr eraill

Rôl unigol neu fe allwch fynd â ffrind/aelod o'r teulu gyda chi am gefnogaeth

Hyfforddiant a chefnogaeth lawn ar gael

Ar ôl sesiwn gynefino gychwynnol, gall gwirfoddolwyr ddewis gweithio ar eu pennau eu hunain neu gydag eraill

Rhan o bwyllgor

Describing the Recruitment Process

Disgrifio'r broses recriwtio

Minimum age requirement

Maximum age requirement

Suitable for young people

Selection procedures...

Application form

Informal discussion

Gofynion oedran lleiaf

Gofynion oedran uchaf

Addas i bobl ifanc

Gweithdrefnau dethol...

Ffurflen gais

Trafodaeth Anffurfiol

Describing the Recruitment Process

Disgrifio'r broses recriwtio

Formal interview

References

Disclosure and Barring Service (DBS) Check

Is there anyone that is not suitable...

Not suitable for anyone who is ISA barred

Any individual with a history of violence/abuse

Call in to the shop for informal chat/application form

16-18 year olds need parental consent

Email or phone for additional information

See our website

'Out of pocket' expenses..

Transport

Food Allowances

Care costs

Clothing/equipment

Is training offered...

There is a comprehensive training package available

In house training for tasks

Cyfweliad ffurfiol

Geirdaon

Gwiriad gan y Gwasanaeth Datgelu a Gwahardd (DBS)

A oes unrhyw un sy'n anaddas...

Anaddas i unrhyw un sydd wedi cael gwaharddiad ISA

Unrhyw un gyda hanes o drais/camdriniaeth

Galwch heibio'r siop am sgwrs anffurfiol/ffurflen gais

Bydd angen caniatâd rhieni ar bobl ifanc 16-18 oed

Anfonwch e-bost neu ffoniwch am ragor o wybodaeth

Gweler ein gwefan

Treuliau 'parod'...

Cludiant

Lwfans bwyd

Costau gofal

Dillad/offer

A gynigir hyfforddiant...

Mae pecyn hyfforddiant cynhwysfawr ar gael

Hyfforddiant mewnol ar gyfer tasgau

Describing the Recruitment Process

Disgrifio'r broses recriwtio

Training provided

Training is essential for volunteers

Induction and on-going training

The Volunteer will be required to attend mandatory training days and staff support meetings

Administrator will provide training and support

All policies and procedures will be explained to volunteers

All our volunteers are offered further training through our online system

Induction

Ongoing development training, opportunities for external training will be offered

Darperir hyfforddiant

Mae hyfforddiant yn hanfodol ar gyfer gwirfoddolwyr

Sesiwn gynefino a hyfforddiant cyson

Bydd angen i wirfoddolwyr fynychu diwrnodau hyfforddiant gorfodol a chyfarfodydd cefnogi staff

Bydd y Gweinyddwr yn darparu hyfforddiant a chefnogaeth

Bydd pob polisi a gweithdrefn yn cael ei egluro i'r gwirfoddolwyr

Mae pob un o'n gwirfoddolwyr yn cael cynnig hyfforddiant pellach drwy ein system ar-lein

Cyfnod Cynefino

Bydd hyfforddiant datblygu parhaus a chyfleoedd am hyfforddiant allanol yn cael eu cynnig



Cefnogi Trydydd
Sector **Cymru**

Third Sector
Support **Wales**

Third Sector Support Wales is a network of support organisations for the whole of the third sector in Wales.

It consists of the 19 local and regional support bodies across Wales, the County Voluntary Councils (CVCs) and the national support body, Wales Council for Voluntary Action (WCVA).

For further information contact
<https://thirdsectorsupport.wales/contact/>

Disclaimer

The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.