

Volunteer role profiles



About Community Foundation Wales

Community Foundation Wales is a trusted and responsive funder, dedicated to strengthening communities and transforming lives across Wales. We work in close partnership with grassroots organisations that are often volunteer-led, deeply rooted in their communities, and best placed to understand and respond to local needs. Our mission is to support these groups to thrive, ensuring that funding reaches those working at the heart of community life.

The importance of volunteers

Volunteers play a crucial role in our work. Their knowledge, passion, and experience help us ensure that funding decisions are made fairly and reflect the needs of communities across Wales. By volunteering with us, you'll be helping to support projects that bring about lasting, positive change.



Role profile: Volunteer panel member

The role

As a Volunteer Panel Member, you will play a vital role in our grant-making process. Panel members review a Panel Pack containing the funding applications alongside the assessment summaries, comments, and recommendations prepared by our Grants Officers. Each panel member independently scores the applications and provides comments based on the agreed criteria. These scores are then collated by the Grants Officer to create an overall collective score for each application. During the panel meeting, the collective scores and comments are reviewed and discussed to help shape final funding decisions. Full training and support will be provided, and you will work alongside other committed panel members and Foundation staff.

Skills & experience we're looking for

- Experience or interest in community issues, grant-making, or charitable work in Wales
- Ability to review and assess written applications objectively
- Good communication skills and the confidence to share your views in discussions
- An open-minded, fair, and impartial approach
- Ability to work well as part of a team
- Access to a computer or tablet, a stable internet connection, and confidence using Microsoft Teams for online meetings

Time commitment

- Approximately 4–6 hours every six months. This includes time to review the panel pack, score applications, and attend panel meetings
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Role profile: User Tester Volunteer – CRM Grantee Portal

The role

We are looking for volunteers to help test our new CRM Grantee Portal, which we are developing through Salesforce Experience Cloud. As a User Tester, you will help us by exploring and using the portal, providing feedback on how easy it is to navigate, any improvements needed, and your overall experience. Your feedback will be essential in helping us to shape a platform that is welcoming, efficient, and accessible to all users.

Skills & experience we're looking for

- Confidence using online systems and digital platforms
- Ability to follow user guidance and provide constructive feedback
- Good communication skills
- Attention to detail and an eye for user experience
- No technical expertise required – we welcome a range of digital abilities!
- Access to a computer or tablet, a stable internet connection, and confidence using Microsoft Teams for online meetings

Time commitment

- 2-4 hours per week between June and September 2025

Flexible around your availability, with some sessions scheduled in advance.

Role profile: Office Support Volunteer – Cardiff Office

The role

We are looking for a Volunteer to help in our Cardiff office on Tuesdays. Tasks may include general administrative support such as data entry, preparing mailings, greeting visitors, and assisting with small projects. You will work alongside our friendly team, gaining insight into the work of a community-focused charity while helping us to make a real difference.

Skills & experience we're looking for

- Friendly and approachable manner
- Good organisational skills and attention to detail
- Basic IT skills (e.g. Microsoft Word, Outlook, Excel)
- Ability to work independently with support available
- An interest in community and charity work is welcomed

Time commitment

- Tuesdays between 10am–4pm (hours can be flexible within this time)
 - Based at our Cardiff office
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Volunteer Role Profile: Grants Assessor Volunteer

The role

We are looking for Volunteer Grants Assessors to support our Funding Programmes, such as Fund for Wales. As a Grants Assessor, you will review funding applications, carry out assessment calls with applicants where appropriate, and write up short assessment reports using a provided template. Your role will help us make informed funding decisions and support community organisations effectively. Full training and guidance will be provided.

Skills & experience we're looking for

- Good communication skills, particularly in carrying out telephone or video call conversations
- Ability to assess information objectively and summarise findings clearly
- Organised and able to meet agreed deadlines
- Comfortable using email and basic IT systems
- An interest in community work and grant-making
- Access to a computer or tablet, a stable internet connection, and confidence using Microsoft Teams for online meetings

Time commitment

- 2–4 hours per week, every three months

Flexible to fit around your availability within each assessment window.