

Andover Trees United

Job Description – Volunteering Development Officer



Community Aims

Through a process of regular engagement, to develop strong relationships with individual volunteers and establish mutually beneficial partnerships with a broad range of groups and organisations in the local community to enable our constitutional aims to be met.

To offer a regular and supported 'volunteering outdoors/in-nature' service for improved health and wellbeing, providing opportunities to learn new skills, build new friendships and to contribute to an increased sense of community.

Andover Trees United is a registered charity, number 1167574.

The Role

The post holder shall begin to nurture the volunteer base, enable volunteers to become up-skilled and empower those volunteers to share their skills and knowledge and, where possible, adopt leadership roles. The vision is to achieve a productive and enthused team of key volunteers, working alongside and supporting other volunteers.

This role of Volunteering Development Officer will include:

- Promoting available volunteer opportunities and recruiting suitable volunteers
- Building on existing relationships with local organisations
- Helping to promote Andover Trees United's (ATU's) activities
- Helping to prepare, promote and run events, training workshops and volunteer sessions
- Ensuring practical volunteer sessions are well-organised, supportive and operate in a safe environment
- Managing information to record ATU's activities

Key responsibilities & accountabilities:

Over the 12-month period (September 2017 - September 2018) the post-holder will have:

- Enabled i) a regular programme of week-day volunteering in the outdoors of at least one day a week ii) a regular programme of weekend volunteering of at least one day a month
- Implemented a seasonal year-long calendar of workdays and events in collaboration with members of the Community, Woodland & Education Teams.
- Identified at least four key local organisations/charities with whom to partner to enable Andover Trees United to realise its aims and objectives

- Aimed to have recruited 30 new volunteers within this period who will be trained and supported. To have set up and maintained a database of all volunteers and ensured contact details have been regularly updated
- Over the year, facilitated professionally-led workshop and training for 150 volunteer places

Responsible to:

The Trustees of Andover Trees United.

The position is part of the Bridging Communities Team. The Bridging Communities Team is made up of Trustees and other interested volunteers.

Key Tasks:

- The recruitment of new volunteers ensuring that the recruitment process respects equality of opportunities and is wholly inclusive
- The development and implementation of safe volunteer recruitment processes (including DBS and reference checks), to include identifying and promoting volunteer opportunities, interviewing, inducting and supporting volunteers throughout their involvement with ATU. (This task to be supported by the Bridging Communities Team)
- The creation and maintenance of a confidential database of volunteer contact details, adhering to the Data Protection Act 1998.
- Ensure Health & Safety induction and training is provided for all volunteers and others involved in the volunteer sessions, and that it is adhered to at all times
- Undertake risk assessments for all activities
- Maintain a welcoming atmosphere for all volunteers, offering support where needed and create and maintain good relationships with the current partnerships involved with ATU
- Make informed decisions on the local businesses, charities and other organisations with whom close partnerships should be formed
- In collaboration with the trustees be involved with the spending of the budget
- To keep records of funding spent and on-going costs (including training and volunteer expenses)
- To have regular communication with the designated Education Officer and work alongside them on aspects of the schools' project involving the use of volunteers working on school sites.
- Organise weekly volunteer sessions over multiple sites (Harmony Woods, the Allotment, Jonathan's Wood and local school sites/grounds)
- Organise a programme of weekend volunteer sessions over the multiple sites
- Plan and manage a rota of volunteers who will take increasing responsibility for leading sessions, clearly defining what those responsibilities are and gradually increasing the number of volunteers willing to take on this role
- Organise and implement the vocational skills training workshops
- Work with trainers and lecturers in the running and organisation of the ATU workshops
- To attend and report to the Bridging Communities Team Meetings (usually quarterly)
- To attend and report to the Enhancing Nature Team Meetings (usually quarterly)
- To attend and report at the AGM

- To liaise with ATU's Communications Officer (PR & Publicity) assisting with i) the regular updating of literature, the ATU website & other social media presences ii) the preparation of press releases and articles for publication in local, regional and national press and social media
- To undertake training as required
- Any other duties as agreed by the Trustees.

Personal Specification:

Essential:

Possess an understanding of volunteers and what motivates them to give their time

- Flexible, well-organised and positive person with excellent interpersonal skills
- Computer literate and able to use programmes including Word, Excel, email and social media
- An interest in working with volunteers and communities in environmental conservation and silviculture
- Enthusiasm to promote the work of Andover Trees United
- Ability to work with other organisations
- Clean manual driving licence held for at least one year and access to a car as the position may include some travel. Business use insurance will be necessary (usually arranged at no extra cost to the policy holder)
- As the post involves some evening and some weekend work, the post-holder must be available to work occasional evenings and weekends

Desirable:

- Basic horticultural knowledge and experience
- Experience with conducting interviews
- Knowledge of volunteer recruitment processes and/or working with volunteers
- Willingness to be 'hands-on' at the sessions and involved in practical activities
- Experience of preparing risk assessments

Conditions of Employment:

1. This post is offered on a part-time fixed-term 12-month contract
2. The post holder will be required to work from a variety of locations, including Harmony Woods
3. The post is subject to two satisfactory references and an enhanced DBS check
4. The job has some flexibility and if you are interested we would be happy to discuss the role.
5. Salary: £14,000 per annum FTE. 0.4 FTE. One-year fixed term contract.

Closing date for applications: Tuesday 19th September; interview: Thursday 28th September

Outline:

Andover Trees United

Volunteering Development Officer

£14,000 per annum FTE. 0.4 FTE. 1-year fixed term contract.

We are seeking a Volunteering Development Officer (0.4 full time equivalent) to develop the key processes that support volunteering within the charity. This is a fixed term role for a period of 1 year.