

## JOB DESCRIPTION



<b>Job Title:</b>	Volunteer Coordinator-Project Support Officer
<b>Location:</b>	Currently home based
<b>Contract:</b>	Full or Part Time
<b>Report to:</b>	Project/Education Officer
<b>Salary:</b>	Up to £21,000 Full Time Equivalent (depending on experience) plus benefits package including contributory pension

### **Purpose of the job:**

#### Volunteer Co-ordination

- To build the best possible organisational environment to care for and retain existing volunteers and to attract new volunteers to support the Trust's environmental mission.
- Seek new opportunities for promoting volunteering across the projects thus making volunteers a key part of who we are and what we do.
- Work with the project team to ensure the care and safe management of volunteers in the preparation and delivery of practical habitat tasks, ensuring that health and safety and welfare issues are communicated effectively.

#### Project Support

- Work directly in support of, and under the day to day direction of, Project and Education Officers to assist with the delivery of practical environmental and educational projects.

### **Key Responsibilities:**

#### Volunteer Co-ordination

- Work with the WRT Administrator and IT Officer to ensure that the volunteer database is kept up to date and developed further as required.
- Maintain personal contact with representatives from partner organisations who contribute volunteers and with individual volunteers
- Coordinate opportunities for volunteering as they arise, both practical delivery and any specialist opportunities, eg communications, marketing, elements of administration.
- Timetable regular volunteering events, providing a structure to enable regular contact between volunteers and the Trust.
- Support Riverfly volunteer recognition, recruitment and retention by maintaining regular contact.
- Work with the project team to co-ordinate volunteer training, ensuring through the WRT Administrator that training records and the volunteer database are updated.
- Coordinate the organisation of volunteer recognition events as appropriate.
- Support the organisation of paid corporate volunteer events through the WRT Corporate Engagement Programme.

#### Project Support

- Support project team with volunteers to enable practical delivery across all projects
- Support the planning and delivery of the Wear Invasive Non Native Species project (primarily Spring/Summer)
- Support the planning and delivery of the Cool Waters riparian tree planting project (primarily Autumn/Winter)
- Support the delivery of community Riverfly as required and particularly Riverfly in Schools (term-time)
- Support the Education Officer in the planning and delivery of schools activity as required.
- Assist in carrying out risk assessments at nominated task sites

General

- Support new project development and to assist with writing funding applications.
- Assist with publicising Trust activity through stakeholder engagement, contributing to social media posts, website updates newsletters and press releases
- Operate internal systems to record expenditure and time allocated to projects.

**Training and Development:**

- WRT is committed to continual personal and professional development. A training and development plan will be agreed through the annual appraisal process and reviewed quarterly.
- Personal objectives will be set through the annual appraisal process, with objectives reviewed and updated quarterly.

**PERSON SPECIFICATION**

**Qualifications and experience**

**Essential**

Enjoy working with people: adults and children.

Understanding, and practical experience, of volunteering.

**Desirable**

Geography, aquatic sciences, ecology or other relevant subject to graduate BTEC, NVQ, GNVQ, HND or HNC level

Working with primary and/or secondary schools

Events organisation.

Knowledge of the Wear catchment and river habitats

Practical experience of river management and habitat improvement tasks

**Technical Skills**

Excellent communicator with a track record of developing strong working relationships.

Use of MS Office

Understanding and use of Geographic Information Systems

Trained in the use of herbicides

Use of Social Media in a work context

**Personal Attributes**

**Essential**

Excellent communication skills

Ability to work as part of a team

Approachable and friendly. Ability to get on with people

**Desirable**

Pragmatism, tact and diplomacy.	
Good time management, organisational skills and the ability to prioritise a varied workload	

<b>Key Contacts &amp; Relationships:</b>	
<b>Internal</b>	<b>External</b>
WRT Staff Team; Trustees; Volunteers.	Colleagues from partner organisations

<b>Additional Information</b>
<p>The Trust operates a flexible working policy. All WRT staff are currently home based with regular remote team meetings via Teams.</p> <p>The post involves travelling around the catchment and occasionally throughout the UK and European Union with the occasional overnight stay.</p> <p>The post holder must hold a valid driving licence, access to a vehicle and be insured for business use. Travel expenses will be reimbursed at current Inland Revenue recommended rates.</p> <p>Hours of work are typically 37.5 hours per week, or as required, with occasional evening and weekend work as circumstances require.</p> <p>The post holder is entitled to 25 days paid leave in addition to public holidays.</p> <p>The successful applicant will be asked to provide two references.</p> <p>The post holder must be capable and confident to work in land and river environment with potentially difficult access.</p> <p>The post holder must agree to the application of an enhanced DBS check.</p>
<p><b>Employee Benefits</b></p> <p>Flexible home based working            Contributory pension scheme with 9% (or the current Rivers Trust rate) employer contribution            Life assurance scheme            Health care insurance            Home office subsidy            Branded PPE provided suitable for outdoor work            Length of service additional holiday entitlement            Identification of courses and learning for career progression            Laptop and mobile phone available for personal use            Annual pay review            Sick pay            Optional credit union payroll savings.</p>

