

JOB DESCRIPTION

Job title: Volunteer Co-ordinator (Part-Time)

Responsible to: Engagement Manager

Purpose of post: This role is all about engaging and supporting the volunteers, members and individuals that are central to the work of Leicestershire and Rutland Wildlife Trust (LRWT), increasing our impact and offering meaningful opportunities for people to get involved. You'll work with our incredible volunteers, centrally co-ordinating their engagement, deployment, support, training and development across our two counties.

It's an exciting role, working with the support of and reporting directly to the Engagement Manager, which offers the opportunity to develop a broad range of skills in a supportive and inspiring organisation.

Hours of work: 18 Hours (TOIL in place of overtime)

Salary grade: £26,045.62 Pro rata.

Main responsibilities of the post:

Volunteers

- Volunteer Administration and Co-ordination
 - Help to provide a consistent, warm, engaging and positive experience for LRWT volunteers
 - Recruit and process new volunteers, dealing with ongoing enquiries.
 - Act as first point of contact for LRWT volunteering; welcoming new volunteers, educating them about our mission and inspiring helpful positive action.
 - Liaise with LRWT staff who manage volunteers, supporting them to do so efficiently and effectively.
 - Ensure our volunteers' health and safety and safeguarding is considered and managed carefully in all Trust activities.
 - Lead on the Trust's volunteering policy, keeping up to date with best practice and ensuring our legal obligations for facilitating activities are met.
 - Coordinate the recording of and reporting on volunteer numbers and hours.
 - Coordinating detailed and up to date records on training, licenses and first aid.
 - Carefully manage all volunteer and event data whilst ensuring it is accurate, complete and GDPR compliant.

- Volunteer Development and Communications
 - Coordinate a varied program of volunteer training and activities, including heritage and countryside skills, practical habitat management, wildlife surveying monitoring and recording, office-based opportunities, and social events.
 - Promoting, expanding and developing a broad range of volunteering opportunities across LRWT.
 - Assist LRWT staff to deliver comprehensive and inclusive volunteer development, looking at how we develop our volunteer recognition provision.
 - Deliver consistent and effective volunteer communications, with support from the Communications Officer, including newsletters, website updates and print materials.
 - Coordinate and create a volunteer newsletter to promote and celebrate the work of our volunteers across the Trust.

- Develop innovative and imaginative opportunities for volunteer access, involvement and activities.
- Liaise with the local community, visitors and other groups as required.
- Best Practice
 - Lead volunteers by example, demonstrating at all times the commitment, motivation and work ethic expected of the region's leading conservation charity.
 - Ensure volunteering activities are carried out safely and in accordance with the LRWT's health and safety policy and guidelines.
- General and Organisational
 - Ensure the appropriate liaison and communications with LRWT and Anglian Water staff, as well as with other volunteer co-ordinators in the local and conservation voluntary sector.
 - Work with the Lyndon Visitor Centre staff to cover the center where needed, with support from the staff and visitor center volunteers.
 - Any other duties reasonably required.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Employer:	Leicestershire and Rutland Wildlife Trust
Place of work:	Primarily Rutland Volunteer Training Centre, and other sites around Rutland Water, with visits to our nature reserves across the counties. Regular visits to our Trust's Central Office, currently at The Old Mill, 9 Soar Lane, Leicester.
Salary:	£26,045.62 Pro rata.
Hours of work:	18 hours per week. Flexible working will be required to include evenings and weekends. Payment for overtime worked in excess of the standard working week is not available, but time off in lieu may be taken by prior arrangement with line managers.
Leave:	Annual leave entitlement is 25 days plus statutory public holidays per annum pro rata.
Pension:	The Trust operates an Auto-enrolment Pension Scheme after 3 months, and pays an employer contribution of up to 7% of gross salary contingent on a 50% matching contribution from the employee
Death in Service:	Death in service cover is provided at three times annual salary
Training:	A training budget is allocated to this post and on-the-job training will also be given.
Travel:	A full, current driving licence is essential. Trust vehicles can be used, if available, otherwise the standard Trust mileage rate will be payable for the business use of the post holder's private car.
Probation period:	A probationary period of three months applies, during which new employees are expected to demonstrate their suitability for the post.
Working with children or vulnerable adults:	As the post will involve contact with children or vulnerable adults, a satisfactory enhanced Disclosure and Barring Service check will be required in the event of a successful application. A criminal record will not necessarily be a bar to obtaining the position.

Equal opportunities: The Trust's Equality and Diversity Policy is available on request. The requirements for outdoor work in areas with access difficulties should be borne in mind by applicants.

Environmental policy: The post holder will be expected to carry out their job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. LRWT aim to ensure all resources are utilised effectively and efficiently. The post holder will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.