

Volunteer Co-ordinator

Job Description

Hours:	Full time (37.5 hours) a week <i>You must be able to work some weekends and some evenings.</i>
Length of Contract:	Until 31st March 2022.
Salary:	£22,230 per annum (gross) for a 37.5 hour working week
Probationary Period:	4 months.
Location:	Glazebury, Warrington and across Greater Manchester
Closing date:	5 pm on Thursday 7th January 2021.
Interview date:	Friday 15th January 2021.
Preferred Start Date:	As soon as possible.

Responsible to:	The Project Manager and the Kindling Trust Directors.
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Background:

The Kindling Trust works to create a fairer, more sustainable society, starting with the food system. Working alongside communities, farmers, policy makers and activists, we aim to create radical social change, addressing problems at their root cause.

Over the last 13 years The Kindling Trust have established and run a series of practical projects in Manchester and Stockport, to engage people in sustainable food and farming. These include the first FarmStart training programme in the UK; Land Army Volunteering; and Woodbank Community Food Hub where we run our Grow, Cook, Eat well being programme and a range of community events and activities.

We are now looking to scale up this work and the next stage of our development is to establish an agroforestry farm on 100 acres close to Manchester. We are still in the process of securing that site, but excitingly we have been awarded funding to start the agroforestry element - and much more! Funded by the Green Recovery Challenge Fund we are establishing a pioneering tree nursery of heritage varieties of fruit trees for the Northwest at our new site in Glazebury and to improve and create new habitats to increase biodiversity levels at the site and in the surrounding areas.

Building on our previous volunteering and community activities and workshops, this project seeks both to engage as a wider range of people in our activities as possible, including those who do not normally get the opportunity to get out in nature, and to build the confidence and skills of a number of regular volunteers to engage others in their communities.

This is about providing more people with access to volunteering opportunities and to nature with the host of well being benefits that come with that; as well as about building the knowledge and skills needed to take practical action on biodiversity and climate change. We will do this through:

- Free workshops: tree grafting, tree care, habitat creation, biodiversity and sustainable food.
- Community engagement of 3,000 people
- Engaging and supporting a group of more regular volunteers to get involved in the work on site and the future tree planting of the trees grafted
- Creating 12,000 climate resilient fruit and nut trees through grafting and other methods.
- Creating and enhancing habitats on 21 acres of farmland, including yearlong habitats for protected birds, and connecting fragmented habitats locally
- Providing numerous immediate and long term training opportunities

Role:

The Volunteer Coordinator's role will be to recruit, support, train and co-ordinate the group of regular volunteers; to organise apple grafting and tree budding workshops; to organise volunteer activities including tree planting, conservation work and general site maintenance; and to work with and support the Community Engagement Worker to engage a wide range of people.

Due to the diverse nature of this project, we are looking for someone with experience of managing volunteers and of working on practical outdoor projects.

Job Description:**Main Duties:****A. Volunteer and Community Engagement:**

Work with and support the part time community engagement worker to carry out the following:

- Identify local venues, groups and gatekeepers as a way to contact and engage people who do not normally get involved in nature and heritage based activities.
- Attend meetings, community and public events, to promote the project.
- Organise a variety of community based events to engage the local community.
- Liaise with relevant bodies to - e.g. to gain permission for running community events.
- Plan and coordinate workshops and training courses to take place at different community venues and out at the site.
- Engage and develop partnerships with local community groups to increase visits to the site.
- Working with the Agroforestry and Tree Nursery Project Manager, make the site usable and welcoming for tree grafting workshops, other volunteer activities and community visits.

B. Volunteer Management:

- Recruit a group of volunteers to be involved more regularly in the project (to help with the initial work of developing the tree nursery; to participate more regularly throughout the life of the project with e.g. site maintenance, tree grafting and tree planting; to take part in other relevant Kindling volunteering activities)
- Organise training sessions for the regular volunteers
- Deliver in house training for the volunteers where appropriate.
- Develop and implement systems and procedures for supporting and managing volunteers.
- Deliver training for the workshop participants

C. Health and Safety:

- Liaise with the Project Manager to maintain the security of the site and the safety of all those who use it.
- Ensure all participants and volunteers are provided with Health and Safety information relevant to the site or workshops at other locations.
- Carry out risk assessments for all activities taking place.
- Put additional measures in place in light of the current covid situation.

D. Publicity and Marketing:

- Produce and distribute promotional materials to advertise upcoming events.
- Publicise events and activities widely through e.g. Kindling mailing list and volunteer database, local community events & groups, local press, social media.
- Write up events for Kindling's news bulletins.

E. Administration:

- Monitor and update all policies and procedures relevant to the project.
- Update, maintain and oversee the Kindling volunteer database and email address.
- Report to relevant funders.
- Create surveys and feedback forms for activities and collate evidence for social impact monitoring.

F. Finances:

- Manage project budget with the Project Manager and our Finance Worker.
- Process project expenses.

E.

G. General responsibilities of this post:

- Report progress to Kindling Team meetings.
- Reflect Kindling's vision and principles, strategy and policies at all times.
- Be aware of and comply with all relevant policies and procedures.
- Fulfil such other duties and assignments as may be required from time to time.

Person Specification:	Essential:	Desirable:
<p>Competence, Skills and Knowledge:</p> <p>Excellent communication and interpersonal skills:</p> <p>Experience of volunteer management:</p> <p>Experience in community engagement and working with local community groups:</p> <p>Experience of organising events:</p> <p>Experience of and ability to work with people from a variety of backgrounds:</p> <p>Problem solving and issue resolution skills:</p> <p>Knowledge of fruit trees, biodiversity and sustainable farming:</p> <p>Practical outdoor experience/skills in growing, tree work and/ or biodiversity work:</p> <p>Publicity skills and experience:</p> <p>Ability to prioritise tasks and good planning and organisational skills:</p> <p>Good administration and IT skills:</p> <p>Knowledge of the area and communities local to the site:</p> <p>Full clean UK driving licence:</p>	<p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>☼</p> <p></p> <p></p> <p>☼</p> <p></p>
<p>Personal:</p> <p>Enjoys being outdoors in all weather conditions:</p> <p>Savours physically challenging work:</p> <p>Awareness and understanding of the challenges within the farming sector:</p> <p>Enthusiasm and dedication to sustainable food issues & organic growing:</p> <p>Ability to motivate, encourage and get the best out of individuals:</p> <p>Flexibility to work in various work conditions:</p> <p>Drive and enthusiasm to meet set objectives. A high degree of personal motivation and initiative, the ability to work under pressure, whilst working cooperatively in a team environment:</p> <p>Be able to learn on the job, and respond to possibilities and potential opportunities:</p> <p>Willingness and flexibility to undertake any relevant training required:</p>	<p>☼</p> <p>☼</p> <p></p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p>	<p></p> <p></p> <p>☼</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>