# JOB DESCRIPTION

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1. **IDENTIFICATION OF JOB**

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**JOB TITLE Volunteer and Penwith Hedges Coordinator**

**FUNCTION** Conservation

**RESPONSIBLE TO** Penwith Landscape Partnership Programme Manager

**RESPONSIBLE FOR** Volunteers

**WORKING**

**RELATIONSHIPS** PLP staff, exec & board, parish councils and community groups

**TERM** Full-time Fixed Term to December 2022

**Employer:** Cornwall Wildlife Trust – Lead Partner

**Lead Delivery Partner:** Cornwall AONB

**[This post may be suitable for a secondment or other flexible working arrangements].**

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1. **OVERALL PURPOSE OF JOB**

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The Volunteer and Penwith Hedges Coordinator will support and facilitate the expansion of the existing Penwith Landscape Partnership (PLP) network of volunteer groups and individual volunteers across the relevant projects of the PLP scheme. The post will also involve working for two days each week on the Penwith Hedges Project, assisting the PLP Ecologist in delivery of the Penwith Hedges work programme.

The Penwith Landscape Partnership consists of a range of partners from the public, private and voluntary sector who have come together to deliver a significant programme of work to support the heritage, culture, landscape and biodiversity of West Penwith under the Heritage Lottery Fund’s Landscape Partnership Programme.

The Penwith Landscape Partnership Programme will deliver a major change in the numbers of people who want to get involved in protecting their environment, heritage, culture and biodiversity and generate a level of commitment, enthusiasm and knowledge that will sustain the volunteer effort beyond the life of the Penwith Landscape Partnership scheme. The emphasis will be on training with a view to supporting community groups and individuals to gain skills in countryside land management which will help to protect the ancient landscape, heritage, culture and wildlife of West Penwith for successive generations.

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1. **MAIN RESPONSIBILITIES**

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* Build on and maintain the existing strong volunteering network to support the range of projects within the PLP scheme, working closely with other project officers to ascertain their volunteering requirements.
* Facilitate and coordinate volunteering activity within the scheme by engaging with individuals and community groups who may be interested in getting involved.
* Identify existing gaps in volunteering opportunities and organise appropriate training for individuals and group leaders.
* Provide a range of both short-term and long-term volunteering opportunities to ensure engagement with a range of people who have individual volunteering requirements and thus provide flexibility within the scheme.
* Ensure there is a focus on engagement with teenagers and young adults in the PLP volunteer programme.
* Create links with other organisations and programmes through which volunteering opportunities can be filled and ensure that the scheme provides training and skills development to those out of work and to people with specific needs e.g. Penwith Pioneer, Work Routes Cornwall.
* Champion the PLP scheme and the opportunities in which people and groups can get involved providing a range of interesting volunteering opportunities
* Assist the PLP Ecologist in delivery of the Penwith Hedges project, including organisation and delivery of training sessions, survey and hedge repair volunteer task days and workshops

Other

* Participate in the Trust’s performance and management scheme and undertake training as agreed with the Programme Manager.
* Carry out all duties and responsibilities with reasonable care for the health and safety of oneself and any other persons and co-operate fully with the Trust in health and safety matters.
* Assist in other work of Cornwall Wildlife Trust as appropriate.

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| Penwith Landscape Volunteer Programme Coordinator - Person Specification |

**Area A EDUCATION and SKILLS**

**Essential**

* Educated to at least degree standard or have substantial directly relevant work
* Producing, recording, updating and managing information databases
* Producing and using Risk Assessments
* Excellent organisational skills
* Computer literate, working with access and excel databases; proficient in Word and Power Point
* Excellent written and spoken communication skills.
* Full driving licence

**Desirable**

* First Aid at Work qualification
* Volunteer Management qualification
* Technical competence with websites and social media

**Area B PROVEN ABILITY**

**Essential**

* A proven track record of working with volunteers of all ages
* Experience of project management and working with budgets, managing and reporting expenditure

**Desirable**

* Direct experience of working as a volunteer within a community-based and/or natural or historic environment project
* A knowledge of West Penwith and its communities as well as the natural and historic environment of the area
* Experience of organising public events and training sessions

**Area C PERSONAL QUALITIES**

**Essential**

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| * Ability to build trust and respect with a wide variety of stakeholders and interest groups, as well as fellow team members
* Ability to work well within a small team
* Tactful and sensitive to the needs of individuals and stakeholders
* Self-motivated and professional with high standards of work
* Enthusiastic and approachable
* Good self-discipline
* Integrity and diplomacy
* Approachable and friendly
* Solutions-focused
* Willingness to work outdoors in all weathers throughout the year
* Willingness to work weekends/ evenings as appropriate
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