



# JOB DESCRIPTION



Cornwall

## I. IDENTIFICATION OF JOB

<b>JOB TITLE</b>	G7 Legacy Project for Nature Recovery Volunteer Programme Coordinator
<b>FUNCTION</b>	Conservation
<b>RESPONSIBLE TO</b>	G7 Legacy Project for Nature Recovery Programme and Partnership Manager.
<b>WORKING RELATIONSHIPS</b>	All Project Officers, voluntary sector organisations, parish councils and community groups, Partnership Board members
<b>TERM</b>	1 x FTE Fixed Term to 31.03.22 with potential to extend subject to satisfactory performance and future project funding approvals.
<b>RESPONSIBLE FOR</b>	Volunteers

## 2. OVERALL PURPOSE OF JOB

The Volunteer Programme Coordinator will support and facilitate the expansion of a volunteer network of volunteer groups and individual volunteers across the relevant projects of the G7 Legacy Project for Nature Recovery landscape catchment. . The post is hosted by the Cornwall Wildlife Trust on behalf of the G7 LPNR accountable body Natural England

The G7 LPNR Partnership consists of a range of partners from the public, private and voluntary sector who are coming together to deliver a significant programme of work to support Nature Recovery, Climate and People benefits across the geography of mid Cornwall, including Goss Moor, the China Clay communities, and Par and Fal catchments flanking either side.

The G7LPNR 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 G7LPNR Partnership scheme. The emphasis will be on skills training with a view to supporting community groups and individuals to gain skills in countryside land management which will help to improve and protect the area for Nature Recovery for successive generations.

## 3. MAIN RESPONSIBILITIES

- Build and maintain a strong volunteering network to support the range of projects within the 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.

- Regularly liaise with Project Officers involved in the delivery of all aspects of the G7 Legacy Project for Nature Recovery.
- Identify existing gaps in volunteering opportunities and organise appropriate training for individuals and group leaders.
- Provide a range of one-off tasks, 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.
- Whilst volunteering opportunities need to be open to all sections of the community, all ages and all abilities, it is important to increase engagement with young people, teenagers and young adults, and appropriate emphasis and promotion in this area will be an important part of the job role.
- 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.
- Champion the G7 LPNR Partnership scheme and the opportunities in which people and groups can get involved.

## G7 LEGACY PROJECT FOR NATURE RECOVERY VOLUNTEER PROGRAMME COORDINATOR PERSONAL SPECIFICATION

This section details the experience, skills, knowledge, and personal qualities required for the post.

		Essential	Desirable
<b>Knowledge and Experience</b>			
<b>Experience</b>	A proven track record of working with volunteers of all ages in a successful organisation for example an NGO, charity, or similar partnership programme.	✓	
	A proven track record in working with young people, inspiring teenagers, and young adults to get involved in practical tasks.	✓	
	Significant experience in working with / communicating with a broad base of partners and communities.	✓	
	Experience of project management and working with budgets, managing expenditure against allocated yearly spend.	✓	
	DBS check in order to lead volunteer tasks and public events attended by young people and/or vulnerable adults.	✓	
	Direct experience of working as a volunteer within a communities and/or natural or historic environment project		✓
	A knowledge of Mid Cornwall geography including Goss Moor, China Clay villages, and surrounding areas, including its communities as well as the natural and historic environment of the area.		✓
<b>Knowledge</b>	Producing, recording, updating and managing information databases.	✓	
	Producing and using Risk Assessments and Lone Working procedures	✓	
<b>Skills and Competencies</b>			
<b>Professional and Technical Skills</b>	Educated to at least degree standard or have substantial directly relevant work experience accumulated over a significant number of years	✓	
	Excellent organisational skills	✓	
	Computer literate – including a familiarity and experience of working with access and excel databases; proficient in Word and Power Point.	✓	
	First Aid at Work qualification		✓
	Volunteer Management qualification		✓
	Technical competence with websites and social media		✓

<b>Working with Other People</b> (competences to support and cooperate with colleagues and others to build good working relationships)	Encourage and display attitudes and behaviours which respect and value equality and diversity	✓	
	Identify and act upon opportunities to increase the diversity of the volunteer base	✓	
	Be visible and approachable to all	✓	
	Recognise and praise achievement and celebrate success	✓	
	Build, maintain and improve relationships with stakeholders to achieve best practice outcomes	✓	
<b>Communicate</b> (competences to support sharing appropriate information, knowledge and experience)	Actively listen and create a safe environment for opinions to be expressed and discussed	✓	
	Make effective use of face to face communication to build good working relationships	✓	
	Develop a relevant network of contacts to share information and best practice	✓	
	Ensure the right person gets the right information at the right time	✓	
<b>Deliver Results</b> (competences to support making the best use of available resources to achieve objectives, meet standards and volunteer needs)	Prioritise and organise your time and resources effectively to meet agreed deadlines and objectives	✓	
	Demonstrate drive, enthusiasm and determination to complete tasks	✓	
	Ability to make informed decisions but also to know when to refer upwards for advice		✓
	Ensure other G7 LPNR Project Officers understand and are clear about targets and what is expected from them when it comes to requesting volunteer assistance.		✓
<b>Learn and Apply</b> (competences to support learning and creativity) <b>Essential</b>	Develop plans that monitor and review volunteer milestones, taking action to deal with significant changes to cost, time or quality	✓	
	Establish and communicate the standards of quality and performance expected from staff and volunteers alike	✓	
	Adopt a flexible approach to achieving the best solution to a potential problem	✓	
	Ensure or staff/partners understand, use and apply relevant technology, procedures, systems and standards to maintain and support an effective volunteer workforce	✓	
<b>Other</b>	Excellent written and spoken communication skills.	✓	
	Willingness to work outdoors in all weathers throughout the year.	✓	
	Willingness to work weekends/ evenings as appropriate.	✓	
	Full driving licence preferably with Minibus	✓	
	Diplomacy and negotiation skills	✓	
	Ability to build trust and respect with a wide variety of stakeholders and interest groups and fellow staff members	✓	

<b>Personal Qualities</b>	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 other desirable values.	✓	