



## Cornwall Wildlife Trust

### Open Gardens Co-ordinator Volunteer

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#### MAIN FUNCTIONS

1. Take a lead role in **coordinating the planning, delivery and review of** a county-wide Open Garden scheme working closely together with other volunteer co-ordinators and the lead officer to ensure this happens.
  2. Take a lead role to **co-ordinate a specific number of Open Garden days (usually 3)**, working closely together with the garden owners and the volunteer team to co-ordinate and deliver a successful Open Garden.
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#### RESPONSIBILITIES

**With regard to the county-wide scheme**, work closely with other co-ordinators and lead Cornwall Wildlife Trust officer to:

- Research and identify gardens suitable to include in the Open Garden scheme
- Actively follow up leads, assess suitability and report back
- Confirm or decline garden inclusion in the programme in agreement with other co-ordinators
- Report to and take part in meetings with the lead Cornwall Wildlife Trust officer as required
- Plan and agree the yearly programme of Open Gardens and review the previous year
- One co-ordinator to take responsibility for catering and other consumables

**Take a lead role to co-ordinate a specific number of Open Garden days:**

- Visit and risk assess agreed gardens and together with the owners plan the delivery of the day including marketing and publicity and co-ordination of volunteers.
  - Engage and support garden owners in the planning and delivery of Open Garden days
  - Motivate, support and lead the volunteer team in the delivery of Open Garden days
  - Plan and co-ordinate the delivery of the day which includes ensuring all equipment, signage and refreshments are collected, taken on site, set up, cleared up and returned to the office, together with cash boxes.
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## PERSON SPECIFICATION

### Essential

- Be enthusiastic, positive and professional at all times
- Be a people person
- Ability to work effectively as part of a team and when required motivate and lead the volunteer team
- Excellent communication skills and the ability to engage and form strong working relationships with garden owners and volunteers
- Solution focussed
- Highly organised and able to pay close attention to detail
- Excellent written and verbal communication skills
- Working knowledge of Microsoft Office (including sharepoint and Outlook)
- Ability to work independently
- Have an interest in wildlife, gardens and the environment
- Have access to a vehicle, have a clean driving licence and ability to transport equipment on the Open Garden days is essential. Fuel costs @ 30p per mile will be paid
- Be in reasonably good health, as the role requires lifting and long days on your feet

### Desirable

- Previous experience in a similar role for a charity would be an advantage
- Experience of working in the Voluntary Sector