

**LEAD VOLUNTEER
JOB DESCRIPTION**

POST TITLE:	LEAD Volunteer - Natural Discovery Volunteer project
POST NO:	N/A
SECTION:	Brocks Hill
GRADE:	N/A Voluntary Position (part-time)
DEPARTMENT:	Leisure Services
RESPONSIBLE TO:	Health and Leisure Services Manager
Closing date / Deadline for applications:	Friday 29 December 2017

JOB CONTEXT:

1. Working under the direction of the Council's Health & Leisure Services Manager and the Park Warden, supervise groups of volunteers to carry out a range of conservation tasks at the borough's natural green spaces.
2. Promote and maintain a culture which places customers first and aims to deliver a high standard of service in line with the Council's vision and values.

MAIN DUTIES AND RESPONSIBILITIES:

1. To organise the off-site volunteer days, supervising volunteers to carry out practical conservation work at our off-site locations, including Fludes Lane in Oadby and Pochins Bridge in South Wigston.
2. To lead a range of tasks for the volunteer groups, whilst following all relevant health and safety requirements and risk assessments.
3. To provide tool safety talks to volunteers, prior to the commencement of each task, issuing appropriate jobs to volunteers based on their health and ability.
4. Be responsible for driving the council's Electric Van to off-site locations, including carrying out safety checks of the vehicle.
5. To ensure appropriate tools for the relevant tasks have been signed in/out and ensure any tools that require maintenance are reported.
6. To ensure all volunteers have completed a registration form. To keep a record of volunteers that attend the sessions and submit registers and registration forms to Brocks Hill on a regular basis.
7. To promote the Natural Discovery Volunteer Project by encouraging people to get involved in volunteering.
8. To keep volunteers updated about forthcoming events and task days.

RESPONSIBILITY FOR RESOURCES:

1. The post holder will be responsible for the safe use of the Council's Electric Van.
2. The post holder will be responsible for the safe use and storage of all tools required for volunteering tasks.
3. The post holder will be responsible for the safe keeping of the Barn key whilst they are leading volunteering sessions and alarming the Barn at the end of the day.
4. All data including registration forms containing confidentially information should be kept secure at all times and properly managed.

ADDITIONAL REQUIREMENTS

1. This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of volunteering opportunities. Other duties required will be consistent with those listed above and appropriate to the post.
2. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non discriminatory manner in accordance with the Council's Equal Opportunities Statement.
3. Comply with the provisions of the Data Protection Act 1998, the Computer Misuse Act 1990, Human Rights Act and the Freedom of Information Act 2000, or any amendment or any statutory re-enactment thereof at all times.
4. To take all necessary steps in order to ensure that information acquired through their employment or contained within the Council is kept confidential.
5. Carry out all duties outlined above in accordance with all Council Policies and procedures.

Additional information: Natural Discovery Volunteer Project

In 2015, Oadby and Wigston Borough Council was awarded a grant from the Heritage Lottery Fund. This grant, together with the financial contributions from the local Friends group, the Edith Murphy Foundation and the Council enabled the creation of the Natural Discovery Volunteer Development Programme.

This programme aims to improve the Borough's natural open spaces for local people and improve lives by offering them the chance to get involved, learn new skills and improve their mental and physical wellbeing.

There are activities to suit many interests and abilities such as: wildlife surveys, gardening, fixing fences, litter picking and footpath maintenance as well as habitat management, including scrub cutting, hedgelaying, coppicing and small tree felling.

There are currently vacancies for Lead Volunteers to run these tasks at various locations in the Borough. This is a part-time role (2 to 4 days per month).

In return for your assistance, we will provide training to help you carry out the job role. Lead Volunteers will therefore gain experience and training in practical conservation work.