



JOB DESCRIPTION

Training, Events and Volunteer Coordinator

Job Title	Training, Events & Volunteer Coordinator
Location Of Job	CALLP Office, Lochinver, Sutherland.
Dept / Region	SWT North Office, Tore, Inverness.
Reporting To	Coigach & Assynt Living Landscape Partnership (CALLP) Scheme Manager
Term	Until 30th September 2021 on FTE basis (35 hours / week) in line with SWT's standard T&Cs of employment. Applications from either job share or individual candidates will be considered.

Overview:

The Training, Events & Volunteer Coordinator will be responsible for working with project partners & CALLP staff team to develop & coordinate volunteer opportunities, training courses, and events across the CALLP projects. Approximately 2 days a week will be dedicated to assisting the Education Manager in the delivery of the Outdoor & Woodland Learning Project. The Outdoor & Woodland Learning Project is part of the wider Heritage Lottery Fund Landscape Partnership Scheme and works with schools in, and associated with the CALL project area to deliver Outdoor Learning Sessions.

Main Role of the Post:

To establish a **volunteering programme** in the project area which provides opportunities for all to have a direct practical involvement in specific project(s) to learn new skills, increased opportunity for social interaction and to foster a greater appreciation of the area's rich natural, built and cultural heritage. These will be aimed at both local residents and visitors to the area, with the aim of drawing in the latter for extended stays.

To develop and manage a programme of **training courses and events** in conjunction with local learning centres where appropriate, for CALLP projects specific training elements.

To work with the Education Manager, local schools and teaching staff to assist in the development and delivery of the **Outdoor and Woodland Learning Project** to include training sessions for teaching staff, production and maintenance of education resources and assisting with the delivery of

the John Muir Award. To assist with the development of a sustainable business to help support the ongoing work beyond the life of the project.

In Particular:

- To develop a robust and comprehensive volunteering programme
- To assist Project Partners to attract volunteers for specific and ongoing opportunities
- To develop outreach activities for all sectors of the local community
- To organise and market training courses in connection with CALLP projects
- To gather feedback from training courses to determine suitable courses for progression
- To identify training requirements across all CALLP projects and assist with the organisation and promotion of these
- To lead or assist with the delivery of specific events, such as guided walks, festivals and public talks
- Involvement with all aspects of the OWL Project requiring assistance, for example; maintaining the supervision ratios required during outdoor sessions and residential trips
- To undertake training, if required, for Outdoor Leadership
- Working with partners to support delivery of project events
- Working with local learning centres to assist delivery of relevant training events
- To carry out admin and any report writing required in connection with the post
- To work with the Assistant Scheme Manager to deliver social media and general communications

Key Contacts:

- CALLP Scheme Manager, CALLP Education Manager, CALL Tree Nursery Manager & other CALL Staff Members
- CALL Partners
- Local learning centres staff
- Lochinver, Achiltibuie & Ullapool Primary Schools teaching staff
- Ullapool High School teaching staff (IDL programme leader, Duke of Edinburgh Award leaders and Rural Skills Staff).
- Landowners, crofters, community groups, & individuals in the project area
- SWT staff involved with volunteering

Personal Specification:

Essential:

- Experience of engaging, supervising, training and motivating volunteers in practical tasks
- Experience of organising and leading public events
- Relevant experience of working in the formal education sector or in the voluntary sector with young people
- Understanding of welfare, health and safety issues and requirements when working with volunteers and groups in a variety of locations
- Good leadership skills
- Practical conservation skills
- Knowledge of conservation and local wildlife
- A good understanding of the CALL Project and of the Living Landscape philosophy
- A driving licence is required and access to a vehicle as key locations are not accessible by public transport.

- Good communication and interpersonal skills
- Computer skills
- This post is subject to a Disclosure Scotland check and membership of the Protection of Vulnerable Group Scheme

Desirable:

- Forest School assistant level 2 qualification or equivalent, outdoor first aid training (not essential as training will be given).
- Experience of working as a volunteer.
- Experience of working in the outdoor environment with children and young people.
- Experience in preparing promotional materials and in using / updating websites and social media
- A flexibility and willingness to work occasional evenings and weekends

Date	December 2017
Author(s)	Fiona Saywell, Laura Traynor & Michelle Henley
Position	Education Manager, Assistant Scheme Manager, Reserves Project Officer - North