

# Green Volunteers Co-ordinator

## Job Description & Person Specification

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<b>Salary:</b>	Starting salary £24,778 p.a. pro rata.
<b>Pension:</b>	Stakeholder pension with 5% employer contribution.
<b>Hours:</b>	The post is for 18 hours per week, to be worked in a flexible way. This post will require substantial weekend working and some evenings.
<b>Holiday:</b>	25 days of annual leave plus 10 public holidays pro rata per year.
<b>Location:</b>	Edinburgh.
<b>Start date:</b>	November 2018.
<b>The role:</b>	<p>Green Volunteers is a youth environmental volunteering programme carrying out practical improvements to greenspaces in Edinburgh and the Lothians. We are looking for someone to develop the programme, raise the profile and increase participation. The Green Volunteers Co-ordinator will plan, promote and deliver the programme with the support of adult volunteers.</p> <p>We are looking for someone with previous experience of delivering conservation projects, working with young people in outdoor learning settings and supporting volunteers.</p> <p>The post-holder will be required to deliver Green Volunteers projects on Sundays (16-18 project days) and 2 weekend residential.</p>

### Background

The Green Team re-connects young people to their natural environment, so they can find their place in it, recognise its value and understand the vital role it plays, not only in sustaining life on earth but as a place of respite from daily challenges. Through team volunteering young people connect with others whilst making tangible improvements to the ecology and bio-diversity of community parks and greenspaces. We recognise the healing effects these natural spaces have on the minds and wellbeing of young people and the physical benefits they experience from being active outdoors.

There are several strands to our work. Please see our website for further details of our other programmes <https://greenteam.org.uk/>

You will contribute to the overall Green Team mission:

To provide transformational outdoor experiences that connect children and young people to nature, others and themselves.

The Green Volunteers Co-ordinator will be involved in all aspects of planning and delivering the Green Volunteers programme. Approximately 40% of your time will be spent in contact with young people and much of this time will be spent working outdoors.

### **Purpose of Job**

- To plan and deliver the Green Volunteers programme
- To develop the programme to increase participation
- To promote the Green Volunteers programme in schools and to youth groups
- To support young people's involvement in the Green Team
- To support adult volunteers to deliver Green Volunteers activities
- To organise the resources and activities of the Green Volunteers programme
- To contribute to organising and maintaining Green Team equipment and the equipment store

### **Key areas and job activities**

#### **Planning**

- Contribute to the annual planning process for the Green Team.
- Contribute to the Green Team's strategic objectives.
- Report regularly on progress versus planned targets.

#### **Management**

- Effectively manage the Green Volunteers programme.
- Ensure the health and safety of participants, volunteers and projects through risk assessment and limitation, and the use of suitably qualified volunteers.
- Carry out all tasks and activities in accordance with the Green Team safety policies and operating procedures.
- Supervise and support volunteers engaged in the Green Volunteers programme.
- Manage workload, with guidance from the Green Team Manager.

#### **Awards**

- Support participants through their participation in the DofE Award and the John Muir Award.

#### **Partnerships**

- Co-operate & work with the Green Team staff, site managers, DofE Award staff, John Muir Trust staff & other partner organisations.

#### **Monitor and assess effectiveness**

- Monitor & evaluate progress, including impact on young people & other groups.

#### **Reporting**

- Contribute to annual report and funding reports.
- Report back to the Board of Directors.

## **PERSONAL QUALITIES**

<b>Category</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	Carrying out practical conservation work  Leading groups of young people  Working with volunteers  Delivering outdoor learning	Environmental youthwork experience  Delivering training  Delivering John Muir Award

	<p>Project management</p> <p>Partnership working</p>	<p>Dealing with situations and emergencies</p> <p>Project development</p>
<b>Skills and Abilities</b>	<p>Practical conservation</p> <p>Youth work</p> <p>Environmental education and outdoor learning</p> <p>Effective communication, both verbally and in written form</p> <p>High levels of motivation, initiative and taking on responsibility</p> <p>Organisational skills: workload planning, working to targets, meeting deadlines and generating outcomes.</p> <p>Interpersonal skills: ability to motivate and relate to a wide variety of people</p> <p>Administration, record keeping, data entry</p> <p>Work flexibly as part of a small team</p> <p>High standard of literacy and numeracy</p> <p>Working knowledge of Microsoft Office, specifically Word, Excel and Powerpoint.</p>	<p>Delivery of presentations to a wide range of audiences</p> <p>Risk assessment</p> <p>Managing resources and equipment</p> <p>Dealing with enquiries</p> <p>Safe working practices</p> <p>Use of social media</p>
<b>Qualifications and Knowledge</b>	<p>Knowledge of environmental youth work</p> <p>Knowledge of current environmental issues and impacts at the local and global levels</p> <p>A willingness to enhance own knowledge and undertake further training as necessary</p>	<p>Educated to degree level in a relevant area</p> <p>Youth work qualifications</p> <p>Minibus driving (or be willing to learn)</p> <p>First Aid</p> <p>Forest School Leader Level 3</p> <p>Evaluation and review techniques</p>
<b>Personal qualities</b>	<p>Adaptability, maintaining effectiveness in varying environments &amp; with different tasks, responsibilities &amp; people</p> <p>Energy: consistently maintain high activity/output level</p> <p>Integrity: maintain &amp; promote social, ethical &amp; organisational standards.</p>	

	<p>Leadership/Influencing: use appropriate interpersonal styles &amp; methods to guide &amp; inspire</p> <p>Impact: create a good impression, command attention &amp; respect, show an air of confidence</p> <p>Tolerance for Stress: maintaining stable performance under pressure</p>	
<b>Other Requirements</b>	<p>Have passion, empathy and a desire to deliver Green Team outcomes</p> <p>Be willing to undertake weekend and evening working</p> <p>Be happy to work outdoors in varied weather conditions and to carry out physical work</p>	