



Discover **Green Careers** at Westonbirt

Volunteer Co-ordinator

Job role

To enable and manage the sustainable development of a broad range of passionate and engaged volunteers to support all areas of the arboretum's work whilst enjoying a rewarding and fulfilling experience themselves.

Key Work Areas

1. Support day-to-day management of volunteers (45%)

- Support Westonbirt staff to deliver volunteering by providing guidance on all volunteer related issues so that they understand their responsibilities towards the volunteers they manage
- Review volunteer management processes and paperwork to ensure effectiveness and efficiency
- Liaise with staff to develop their volunteer teams and implement a suitable recruitment process
- Ensure staff use correct processes to implement induction and training, provide support to volunteers through regular briefings, meetings and updates
- Ongoing development of volunteer pages on the Forestry Commission web site
- Support Learning and Participation Manager with the volunteer budget, including accurate and timely budget reporting
- Produce reports and statistics of volunteer involvement in support of funding applications
- Manage volunteer database, including database upgrade

2. Manage the ongoing strategic development of volunteering (25%)

- Monitor volunteer numbers to ensure adequate cover in key areas
- Ensure the value of volunteer activities is sustainable both economically and in supporting our aims and objectives
- Review and update volunteer strategy, policies and procedures
- Work with other managers to support a more diverse volunteer base including development of social volunteers and young volunteers
- Liaise with the Marketing and Communications Manager to promote volunteering opportunities

3. Provide volunteer support to staff to deliver projects and activity plans (10%)

- Review activities plan and recruit volunteers to help deliver projects
- Develop specialised training to prepare volunteers for new tasks and activities

4. Ensure effective two way communication with all volunteers (15%)

- Ensure a positive, open and two-way dialogue with volunteers that seeks to keep them informed and provides opportunities for feedback through meetings, volunteer newsletter, volunteer 'thank you' and social events

5. Training and development (5%)

- Broaden knowledge and best practice in volunteer management by attending training courses, seminars and conferences
- Ensure Westonbirt stays at the cutting edge of volunteer best practice through undertaking the Investing in Volunteers accreditation