



Job Description

Volunteering Officer (Community)

Volunteers are an important part of Don Catchment Rivers Trust (DCRT) and our mission to allow rivers to thrive. Since our first National Lottery Heritage Fund project in 2016, volunteers have contributed thousands of hours to looking after their rivers – they are the eyes and ears of our brooks, streams and main rivers.

People volunteer with the Trust for many reasons – to help their local natural heritage, to improve their health and wellbeing, or to gain new skills and meet people. Volunteering has tended to be for specific projects, but now the Trust is making the key step of integrating our volunteering programme into the core of what the Trust does.

For this, the Trust has received funding from the National Lottery Community Fund to support the Trust's volunteering programme and a new 'Volunteering Officer' role, for an initial three years.

We are now looking for a person to fulfil our new Volunteering Officer role. This is a great opportunity for someone to step into a charity with a well-respected and resourced volunteer programme, an excellent track record of delivering quality volunteer opportunities, and a supportive team. The Trust has an ethos of supporting volunteers from communities to realise their own aspirations for their rivers and we are looking for a candidate that understands how to support and encourage volunteers and community groups to make positive change.

Job Title:	Volunteering Officer
Accountable to:	Operations Director
Working with:	DCRT staff team and volunteers
Hours:	40 per week. Usually Monday – Friday with occasional weekend work. Job share applications will be considered.
Salary:	£30,118 per year, with 3% annual increase.
Pension:	Rivers Trust pension scheme employer contribution 9% (with 6% employee contribution required). Existing pensions paid at same rates (if eligible scheme).
Contract:	Three years, fixed term
Location:	Office in Doncaster, with some home working allowable. Travel to sites around the Don catchment.

Job purpose:

To oversee Don Catchment River Trust's community volunteering programme. Ensure policy and procedures are in place and consistently used across the Trust. Support existing volunteers, and recruit and train new volunteers. Lead volunteer sessions and support volunteering being led by other staff (with a focus on natural flood management, river clean ups, citizen science and education). Manage the volunteering budget and resources and unlock funding and support from riverside companies.

Main responsibilities:**Oversee DCRTs volunteers and volunteer programme**

- Oversee and review DCRTs volunteering policy, volunteering handbook, volunteer role descriptions, and reporting / recording procedures
- Be the central contact for volunteering enquiries and collating volunteer recruitment forms
- In collaboration with DCRT staff, standardise the volunteer induction process and train colleagues in how to induct project volunteers
- Ensure health and safety of volunteers is kept to a high standard
- Keep the volunteering website page and online volunteering calendar up to date
- Process volunteer DBS checks, as required and appropriate

Support community volunteers:

- Recruit, train and support community volunteers. Work towards implementing new 'lead volunteer' roles
- Organise the Trust's weekly volunteer programme logistics (i.e. ensure resources such as tools and vehicles are available on set days)
- Lead volunteer sessions and help with project volunteering days when holiday cover or an extra person is needed
- Liaise with community groups and volunteer centres regarding volunteers and volunteer referrals
- Process volunteer travel expense claims
- Organise a twice-yearly volunteer gathering / appreciation event

Manage resources:

- Volunteering resources budget
- Ensure tools and equipment are maintained and stored properly
- Make sure volunteer uniform and ppe are issued and kept stocked

For the Trust:

- Create a volunteer feedback loop so that volunteer input and feedback is heard by Directors and Trustees and fed into DCRT activity where possible.
- Look for opportunities for volunteers to be involved in Trust activities. E.g., social media, photography, commenting on planning applications, attending events etc.
- Gather and collate evidence for evaluation and reporting

Corporate support:

- In collaboration with colleagues, build up DCRTs corporate volunteering offer. E.g. pricing structures, what they can expect from a session and what we expect from them.
- Liaise with DCRT staff to create a list of 'ready to go' volunteer tasks suitable for corporate volunteers to undertake
- Deal with enquiries from businesses about volunteering

Other Responsibilities:

- Promote the work, mission and vision of Don Catchment Rivers Trust
- Ensure a high level of customer service in all dealings with the public
- Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
- Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust's health and safety policies and procedures and that of any staff and resources for which you are responsible.
- Comply with all legal and contractual obligations concerning the responsibilities of your post.
- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the Board of Trustees

Person Specification:

Essential:

- Experience of leading volunteers on practical tasks
- Understanding of volunteering best practice
- Understanding of safeguarding
- Full driving licence, with access to a vehicle
- Understanding of and commitment towards current environment issues
- Working with / co-ordinating a range of organisations
- Excellent written and verbal communication skills
- A wide range of IT skills including word-processing and spreadsheets. WordPress and social media.
- The ability to work effectively and communicate with people from a wide range of disciplines
- Able to work co-operatively as part of a team

- Organised and self-motivated
- Able to motivate others

Desirable:

- Training, qualification or machinery ticket in any of the job requirements. For example, First Aid, RiverFly, brush cutting etc (training will be provided, but we would like to know your current knowledge and experience)
- Experience of managing budgets
- Experience of talking with businesses
- Monitoring and evaluation of projects and wellbeing.
- Understanding of catchment-based approach and river processes
- Knowledge of relevant Health and Safety regulations (induction to DCRT health & safety will be provided)

Terms and Conditions:

- *The post will require frequent travel around the Don Catchment and therefore a full UK driving licence and access to a car is essential. Car insurance providers need to be made aware of this business use. Mileage expenses will be paid in accordance with the HMRC non-taxable levels and is not inclusive of the commute to the office.*
- *DCRT will make an employer's contribution to your pension scheme of choice in line with the Rivers Trust pension scheme. New schemes can be set up through the Rivers Trust if desired.*
- *The post receives an annual holiday entitlement of 25 days plus statutory bank holidays for a FTE post, calculated on a pro rata basis for part time hours. The working days between Christmas Day and New Years Day are also given as extra holiday.*
- *Formal appointment to the role is subject to satisfactory references, a DBS check and a three month probationary period,*

Key Dates and Information:

Please return your application form to jobs@dcrt.org.uk - CVs and covering letters are not accepted. For more information or an informal chat about the role, please call Rachel Walker (Operations Director) on 01302 439081 or send an email to jobs@dcrt.org.uk to request a call back during officer hours.

DCRT will shortlist applications and invite them to an interview at the DCRT office in Doncaster. From there, further shortlisted candidates will be invited to meet volunteers out on a volunteer session after which volunteers will then help to choose the successful candidate.

Application deadline: Please return your application by noon on Tuesday 5th September 2023

Interview: Wednesday 13th September 2023

Informal meeting with volunteers: to be arranged with shortlisted candidates.