

Burgess Park Food Project - Volunteer Co-ordinator – Application pack

About us

We are a thriving volunteer led community garden in Burgess Park, with a wide range of garden activities on different days. We run events and open days, keep bees and chickens, grow amazing veg, garden organically as well as cooking and feasting on a regular basis. We are a Permaculture Association Land Centre and promote local food, food growing, sustainability. For more info, see our blog at www.burgessparkfoodproject.org.uk.

Our keyholders open up the garden for others, and our lead volunteers are responsible for sub groups, events and happenings and make up the steering group too. We work collaboratively to run the garden and its activities.

Volunteer coordinator Role

Conditions of Work :

- Pay rate of £20 per hour, maximum 7 hours per week to be managed as required. Will include both site based and off site work.
- Freelance Position over 36 weeks. Approximately March – October 2016
- Responsible for own tax and NI

Job description

We are aiming to build a robust volunteer programme at the garden and through running events, workshops, open days and skillshares we hope to increase the skill levels of our keyholders and lead volunteers, increase confidence, encourage more local people into volunteering and make sure everyone feels supported and clear in their roles.

We are looking for a Volunteer Coordinator who can support our keyholders and lead volunteers build new volunteer opportunities, refine existing policies and procedures and support volunteers in running events and activities on site.

Work time is not constrained to a day, but needs to be flexible to meet the needs of the different garden activities. Some weekend working will be required.

Duties

Volunteers

- Coordinate and support keyholders and lead volunteers in running garden activities and events
- Expand ideas of what it means to be a volunteer at the garden (ie events, social, education, infrastructure) and create new volunteer opportunities
- Recruit new keyholders, lead volunteers and general volunteers and further develop induction processes that will support all volunteers
- Oversee and manage volunteer progression through monitoring and review
- Work with keyholders and lead volunteers to review & hone current volunteering policies and procedures
- Make ongoing evaluation of the scale and quality of the volunteering experience at the garden

Events

- Oversee our event calendar and coordinate specific events with steering group, keyholders and lead volunteers
- Help plan, manage and deliver key GWG events with lead volunteers for a wide range of audiences, to drive up participation and engagement.
- Help design events in such a way as to encourage participation of a more diverse section of the community
- Coordinate all aspects of event planning, including writing event plans, booking entertainment, licence applications and risk assessments etc where relevant.
- Manage small budgets associated with the role & running events
- Maintain current partnerships and build new local connections

Information, marketing and promotion

- Ensure accurate record keeping of volunteer induction, registers, monitoring & evaluation, reporting
- Support marketing in order to share information about the work we do and identify new promotional opportunities

- Help design marketing materials to promote GWG and its programmes.
- Help represent GWG, attending events such as local networking meetings, volunteer fairs and community events to promote our activities.
- Update volunteer page on website
- Collaborate with keyholders and lead volunteers to create a regular email newsletter to subscribers.

Corporate Volunteering

- To work with lead volunteers to create & manage new opportunities for corporate volunteering in keeping with the gardens aims, and to manage corporate volunteers on site

Other - To participate in monthly meetings, as requested.

Person Specification

Knowledge, skills, experience	Essential	Desirable
Previous experience of volunteer coordination, working with a wide range of people	x	
Knowledge and understanding of relevant equal opportunities issues, particularly barriers to participation for certain sections of the community and how these might be addressed.	x	
Excellent verbal and written communication skills with the ability to relate positively to visitors, volunteers, steering group.	x	
Good interpersonal skills, ability to deal with issues sensitively and negotiate group dynamics	x	
Good delegation skills	x	
Excellent organisational and time management skills with the ability to prioritise and self-manage	x	
Experience of running events and ability to manage related budgets.	x	
Experience of developing and maintaining relationships with local community groups, partner organisation, businesses and other stakeholders.	x	
Proven ability of utilising a wide range social media for marketing purposes.	x	
Ability to use MS Office	x	
Understanding of current sector practice and policy in volunteering and corporate social responsibility	x	
Experience of working as part of a voluntary organisation.		x
Experience of working with corporate organisations		x
Experience of using following digital platforms: Wordpress, Mailchimp, gmail and googledocs		x
Interest in environmental, issues, sustainability, community activism and gardening		x

Application - Please send your CV plus no more than 1 side of A4 outlining how you meet the criteria and what you can offer our project.

Please email applications to **Annie Wilding** at burgessfoodproject@gmail.com

- Applications to be submitted by midnight 31st January 2016.
- Interviews will take place on Saturday February 13th.
- We hope the successful applicant will start work in **early march**.
- If offered this post please be aware that you will be required to undertake a DBS check and need to be entitled to work in this country.