

Volunteer and Partnerships Officer

The Shallowford Trust: Widecombe in the Moor

Position:	Volunteer and Partnerships Officer
Location:	East Shallowford Farm, Widecombe in the Moor, Devon TQ13 7PW
Salary:	£35,000
Period:	Fixed term - 2-year appointment. Full time.
Responsible to:	Trust Manager

JOB DESCRIPTION

Main Purpose of the Post

- To review volunteer policy and practice to ensure that all volunteers feel valued and supported.
- To recruit new volunteers with the aim of reaching a base of at least 50 volunteers by 2027 to help deliver the objectives of the Trust and our partnership projects
- To develop partnerships with other conservation, farming and community organisations to support and enhance delivery of the Trust objectives.
- To ensure volunteers become ambassadors for the Trust and the work that we do

1 Duties and Responsibilities

- 1.1 To revise and keep updated volunteer policy and practice – ensuring compliance with all relevant legislation including health and safety
- 1.2 To establish a clear programme of volunteer tasks which support the work of the Trust and partnership projects, including but not limited to : ensure annual monitoring and habitat management programmes for the Marsh Fritillary at East Shallowford and across the wider valley; develop opportunities for volunteers to support our work with young people engaging and enthusing them about the landscape and nature on the farm; establish a team of people to manage the vegetable garden
- 1.3 Develop training programmes to help volunteers learn new skills as appropriate
- 1.4 Develop regular communication with and events for volunteers ensuring they feel valued part of the team and encourage feedback
- 1.5 Ensure consistent monitoring and evaluating of volunteer activity and pull together monitoring and evaluation reports.
- 1.6 Develop interpretative material and education resources as required.
- 1.7 Keep up to date with current conservation & environmental issues, policy and working practices to ensure compliance and enable the Trust to take opportunities as they arise
- 1.8 Help support and manage social media platforms and online web platforms, including the creation of engaging content on Shallowford's website, Facebook and other platforms as needed.
- 1.9 Develop and manage partnerships, seeking opportunities to raise the profile of the Trust.
- 1.10 Work with the Shallowford Team to develop proposals for a Friends of Shallowford

- 1.11 To ensure continued engagement with existing groups/ and volunteers including our partners in London, Bristol and particularly Providence House.
- 1.12 Assist Shallowford with associated duties as requested.

2 Financial Responsibility

- 2.1 To manage volunteer budgets -working closely with the Trust Manager and the Financial Manager and ensure funds are used responsibly.

3 Other

- 3.1 Create and maintain administrative systems, a contacts database and other resources as required for the effective delivery of the project.
- 3.2 Ensure effective health and safety procedures are in place for all participants, including staff, public, volunteers, project partners and other Shallowford staff.
- 3.3 Undertake such other work in connection as may be required in agreement with the Shallowford Manager.

The Shallowford Trust is committed to the safeguarding and protection of children and vulnerable people. This post is subject to an enhanced DBS check to ensure children and vulnerable people are safeguarded and abuse is prevented.

JOB SPECIFICATION

Category	Requirements	Essential/ Desirable	Assessment Criteria
Education/Qualifications/ Training	<ul style="list-style-type: none"> Degree in Conservation, Environmental science, land management or other relevant vocational qualifications with work experience Moorland Leadership qualification – to lead groups over moorland First Aid 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>	Application
Skills / Abilities	<ul style="list-style-type: none"> Excellent oral and written communication skills reaching a range of audiences Competent at delivering conservation related volunteer activities with a range of audiences including children, young people and vulnerable or disadvantaged adults Ability to work on your own and as part of a team Good organisation skills Marketing experience Digital networking, research and outreach skills. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential Desirable Desirable</p>	Application/ Interview
Knowledge/Experience	<ul style="list-style-type: none"> Experience and detailed knowledge of conservation and land management 	Essential	

	<ul style="list-style-type: none"> • Knowledge of vegetable growing and seed propagation • Working knowledge of upland farming • Excellent working knowledge of Microsoft Office products (Word/Publisher and PowerPoint in particular) • Experience in recruiting and working with volunteers • Working knowledge of health and safety legislation, including risk assessments and safeguarding • Competent use of social media 	<p>Desirable</p> <p>Essential Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	Application / Interview
Personal Qualities	<ul style="list-style-type: none"> • Engaging, imaginative, creative • Ability to work on your own or as part of a team Positive approach and problem solving • Empathetic, good team player 	<p>Essential Essential</p> <p>Essential Essential</p>	Application/ Interview
Other Requirements	<ul style="list-style-type: none"> • This post will include working in remote moorland locations. Ability to travel as well as attend workshops and conferences, including overnight stays • Full Driving licence and vehicle • DBS check will be required • Flexible working: some evening and weekend work will be required. 	<p>Essential</p>	Application/ Interview

Outcomes

- Increased number of volunteers supporting the work of the Trust
- Successful delivery of the Partnership Projects.
- Improved diversity and range of volunteer activities undertaken at the farm.
- The efficient, safe management and delivery of Shallowford's objectives
- Good public relations to enhance Shallowford's profile and reputation in the wider community.
- Full use of the established channels of communication.
- Care of property and equipment.
- The development of professional competence.