

Elvaston Castle and Gardens Trust

Vacancy – Volunteer Co-ordinator



Elvaston Castle and Gardens Trust (ECGT) is a charitable trust that has been working with Derbyshire County Council (DCC) since 2017. It is intended that ECGT will take over all aspects of the running of the Elvaston Estate from DCC in the near future. Currently the trust has a number of projects and activities that it is responsible for on the estate, and this will continue to develop. To help with completion of one of our imminent projects we will shortly have an exciting vacancy for which we are now actively recruiting.

The Role

We have been fortunate to secure funding from the Severn Trent Community Fund to undertake work on vital open drain clearance and other relevant work across the estate from late summer onwards.

This project will be predominantly undertaken by volunteers and there will be a recruitment campaign in the summer to increase the volunteer numbers in order to complete this project on time (by early 2022).

Key to successful implementation is the need for a highly motivated and enthusiastic part-time Volunteer Coordinator to help with the recruitment of the additional volunteers and to help prepare, plan and implement the work programme.

This post would suit someone with considerable current/recent personal involvement in volunteering and with proven experience as a Volunteer Coordinator or Team Leader including skills in training, planning work, and leading a team of volunteers. Ideally this will be gained in a Trust environment or park or estate working. Knowledge of appropriate and safe use of hand tools and good practical woodland skills will be a distinct advantage.

Please apply to the Trustees at trustees@elvastoncastle.org, quoting 'Volunteer Coordinator Vacancy'. You will need to include a current CV and a cover letter outlining your relevant key skills and your suitability for the post and details of current salary if applicable. We look forward to hearing from you.

Based at Elvaston Castle, this will be a paid, fixed term post (up to 8 months), reporting directly into the Trust and working a minimum of 1 day per week. Additional days will be required during the initial panning phase and again later as the project gathers momentum. This is an hourly paid post, rate to be agreed dependant on experience, but c£10-£11 per hour.

Hours of work will be mutually agreed when the project has been planned in detail, but likely to be c6 hours per day. However, again, flexibility will be required and both weekend and weekday working will be required.

Closing date for applications is 14th May 2021. Interviews will be held at Elvaston on the 28th of May 2021.

OUTLINE JOB DESCRIPTION – VOLUNTEER CO-ORDINATOR

Outline of the Role:

To act as the on-site coordinator and leader of volunteer activity related to the drain clearance project and associated activity. This will include helping with the recruitment of the additional volunteers and to prepare, plan and implement the agreed work programme for the duration of the project.

Key Attributes

- Experience of volunteering, preferably in a similar environment.
- Effective management of a team of volunteers
- Ability to plan, organise, manage, and deliver an agreed programme of volunteer work within agreed timescales.
- Flexibility to meet changing priorities and problems
- Ability to liaise, communicate and build relationships with volunteers, Trustees, and Estate staff
- Experience of practical woodland skills and effective use of hand tools

Examples of Tasks

This is not an exhaustive list but would include:

- Assist proactively with the additional volunteer recruitment programme
- Help in the preparation and implementation of the Induction programme for volunteers
- Train all volunteers as necessary in the safe and effective use of hand tools and work methods
- Plan week to week volunteer activity
- Organise volunteer teams on the assigned days to tackle the agreed work schedule
- Undertake work alongside volunteers
- Assume a primary role in the management of the volunteer scheme (eg administration, training, planning, equipping etc.)
- Ensure risk assessments completed and Health and Safety issues resolved
- Work with the Trustees to achieve the funding milestone

Equality and Diversity

Actively support ECGT's Equality and Diversity policy.

Health and Safety

Ensure personal compliance with ECGT's Health and Safety policy and wherever possible ensure that visitors and other employees operate in a safe environment.

Risk Management

Identify risks associated with the ECGT deliverables and escalate to trustees.