



FORD PARK COMMUNITY GROUP

Job Description and Person Specification For the Post of Part-Time Volunteer Team Leader

SALARY:	£20,500 pro-rata 16 hours per week
CONTRACT:	12 month contract (renewable subject to funding)
RESPONSIBLE TO:	Chief Executive Officer
RESPONSIBLE FOR:	Coordination and supervision of Volunteers

Background to the position

Ford Park is a community green space at the heart of Ulverston. It consists of 8 acres of parkland and gardens, including an Orchard, Nature Trail, Natural Playground, The Coach House Café and Bistro and walled Kitchen Garden with garden room providing a base for volunteers and horticultural training.

Ford Park Community Group purchased Ford Park from the County Council in December 2005. It is the responsibility of the Charity to protect, conserve and develop the parkland and gardens for the benefit of the community.

The main aims of the community group are to:

- Manage the grounds as a public park for the enjoyment of the whole community.
- Provide inclusive volunteering activities for the whole community
- Organise volunteers to support educational, health, cultural and social events.

Volunteering at Ford Park was established eleven years ago and plays a crucial role in fulfilling the aims of Ford Park Community Group. It also provides the opportunity to build confidence and self-esteem through the development of new skills and positive relationships.

Volunteering is essential in helping to support the ongoing management and maintenance of the Park by providing much needed horticultural, park maintenance and event management support.

For the 3 main areas of horticulture, conservation and park management volunteering currently takes place on Tuesdays and Thursdays.

Purpose of the role

The Volunteer Leader role is crucial in ensuring that the volunteer activities meet the needs of the charity, whilst maintaining a safe and rewarding volunteering experience. This includes:

- Working alongside and supervising volunteer work parties at least twice a week.
- Collaborating with case workers
- Providing information on policy and procedures
- Ensuring reasonable adjustments are in place for volunteers with additional needs
- Developing an understanding of agencies that volunteers can be referred to
- Developing a network with other community groups, schools and environmental organisations
- Ensuring the health and safety of volunteers, including ensuring that safe systems of work and risk assessments are in place

The Volunteer Leader works closely with the Gardener, Park Ranger and Chief Executive Officer in order to ensure the effective maintenance of Ford Park.

All staff team members expected to be ambassadors for the Ford Park Community Charity.

Other information

This is a post where you will be expected to work outdoors for the majority of time, on a year round basis.

This is a part-time position of 16 hours per week, however there is the potential capacity to increase this if new strands of delivery successfully attract additional funding. Continuation is subject to performance/funding. The post will occasionally require weekend and evening work.

There are 28 days holiday per calendar year pro-rata awarded with this post, including public holidays. This position is subject to a six month probationary period.

Job Description

- The primary role is to supervise, support and work alongside volunteer work parties
- Organise rotas which maintain the agreed volunteer to staff ratio and provide induction to new volunteers
- Maintain up-to-date volunteer policies and procedures, including risk assessments
- In consultation with the Ford Park team, meet the Charity's needs through the recruitment, placement and retention of volunteers
- Oversee volunteer project budget and resources including the reimbursement of cash expenses.
- Support the Chief Executive when writing funding bids and reports.
- Collate data to demonstrate the impact of the volunteer activity
- Generate generic volunteering role descriptions based on the Charity's needs
- In collaboration with other staff produce a weekly volunteer task list to cover horticulture / maintenance and preparation for events
- Any other activity commensurate with your grade as directed by the Chief Executive

Person Specification

Education and Training	Essential/Desirable
Evidence of leading volunteers or community groups	Essential
Level 2 Qualification or above in English and Maths.	Essential

Skills	Essential/Desirable
Ability to sensitively support, challenge and enable others	Essential
Excellent communication skills	Essential
Strong team player with the ability to engage positively with all sectors of the community	Essential
Ability to work under own initiative	Essential
Proficient use of IT/Microsoft Office and email	Essential
Implement systems and procedures	Essential
Practical skills or an interest in one or more of the following: horticulture, maintenance, environmental management	Essential

Knowledge	Essential/Desirable
Have a strong understanding of volunteering and how it can be of value to communities and individuals	Essential
Understanding of issues relating to safeguarding of children and vulnerable adults and safe working practices	Desirable
A practical understanding of Health and Safety in workplace	Essential
Knowledge of and interest in the outdoors environment	Essential

Experience	Essential/Desirable
Experience of leading and supervising volunteers or community groups	Essential
Experience of community engagement	Desirable
Experience of working with schools and young people	Desirable

APPLICATIONS:

Closing date for applications is Friday 11th May and interviews will be held during the week commencing Monday 14th May 2018.

If you have any queries regarding the application please telephone Jill Salmon, Chief Executive 01229 580666.

To apply please email or send your CV and a covering letter (describing how your experience meets the requirements listed above) to:

jill.salmon@ford-park.org.uk

Ford Park Community Group The Coach House, Ford Park,
Ulverston, Cumbria. LA12 7JP