

JOB DESCRIPTION

VOLUNTEERING NETWORK OFFICER

Hours of work: 24 hours per week

Type of contract: 6 months

Based at: The Lodge, Littlemore, Oxford and home based

Salary Band:

BACKGROUND

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) is the only charity working to safeguard wildlife and natural landscapes across the three counties. Founded in 1959 by a small group of volunteers, we now have more than 27,000 memberships and 1,700 volunteers. We own or manage more than 80 nature reserves and work in partnership on conservation projects with local communities, businesses, landowners and local authorities. Each year around 12,000 schoolchildren visit our four education centres. We have strong finances, with an annual turnover of £6 million and we're proud of our highly effective and dedicated team of 150 staff.

BBOWT is part of a national network of 46 Wildlife Trusts, which means our work has a bigger impact, making a difference for wildlife beyond our three counties.

Our 'Wilder' plan for 2021-2026 sets one simple overarching aim: to create more nature everywhere. To do this, we need to inspire people to take action and do all we can to restore wilder landscapes.

Our three main goals are to:

- Put nature into recovery
- Empower people to act for nature
- Secure our future

JOB PURPOSE

- To create and organise a community group network across our three counties
- To liaise with community groups to promote volunteering opportunities

REPORTING LINE

Reports directly to Community Engagement Director

EMPLOYEE MANAGEMENT

This post has no line reports.

BUDGETARY RESPONSIBILITIES

This post has no budgetary responsibilities

KEY RESPONSIBILITIES

- Liaise with community groups to promote Team Wilder
- Support community groups to create new opportunities for volunteering
- Coordinate a community group network database
- Create Team Wilder content to promote community group network.

- Support community engagement colleagues to create pathways for further activity with community groups
- Adhere to all Trust policies, procedures and systems.
- To represent the Trust in a professional manner and to act at all times in a manner which will not damage its reputation.
- To ensure that all health and safety obligations are met in all aspects of the role To provide regular reports as required
- To engender a culture of membership recruitment within the team
- Any other duties as delegated by the line manager, Head of Department or Chief Executive

PERSON SPECIFICATION

	Essential	Desirable
Two or more years' experience of working with local communities	✓	
Demonstrable experience of working with and leading volunteers	✓	
Experience of working in partnership to deliver common outcomes	✓	
Experience of successful project development and delivery	✓	
Excellent written and oral presentation skills	✓	
Strong cross-team working skills	✓	
Experience of working with CRM databases	✓	
Flexible, proactive approach to working	✓	
Ability to deal with the public, Trust members, partner organisations and volunteers in a friendly manner in a variety of situations	✓	
Creative problem-solving skills	✓	
An asset-based approach to community and project development	✓	
Willingness to work occasional weekends and evenings	✓	
Well-developed IT skills with a working knowledge and understanding of MS Office functions such as Word, Excel, Outlook and the internet	✓	
Ability and willingness to demonstrate the BBOWT behaviours of Connect; Grow; Lead by Example; Positivity; and Conscious Inclusion	✓	

✓* means that the certification must be achieved within 6 months of being appointed in post (if not already qualified). In these instances, the candidate appointed will receive appropriate training and two opportunities to pass assessments to ensure that they do meet the criteria. The training and assessments will take place within the six month probationary period or a longer period if agreed by the Trust. A consistent failure to achieve an adequate standard in tests for 'essential' skills is likely to mean that the employment will be terminated.

MEASUREMENTS OF SUCCESS

- Increase in volunteering opportunities
- Network of well-connected and skilled community action groups acting for nature
- Evaluation of key initiatives delivered
- Amount of supervision required to achieve the above