

Volunteers – Volunteer Co-ordinator

Role Description

The Sandstone Ridge Trust is looking for a Volunteer Coordinator to recruit and support its volunteers. The work of the Trust and its capacity to look after the Sandstone Ridge depends on the support of volunteers and their range of skills and talents. If you have an interest in coordinating volunteers this could be the role for you. These are exciting times for you to get involved with the Trust – following on from the successful conclusion of *Ridge: Rocks and Springs*, we are midway through another Heritage Lottery funded project in which we are exploring ways to secure the long-term future of the area.

We are looking for a volunteer to help with one or more of the following activities

- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.)
- Collect information on availabilities and skills
- Recommend and arrange for appropriate training when needed
- Coordinate teams of volunteers for large-scale activities / projects
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Disseminate information for upcoming actions and events
- Ensure the purpose of the Trust and its activities is clearly communicated

What attributes/skills do you need?

- IT literate and proficient in Microsoft packages
- Access to a computer, email and telephone
- Organizational skills and team coordination abilities
- Ability to communicate with people from diverse backgrounds and experience
- Experience in volunteering

How much time do you need to commit?

- The role is flexible and you can give as much or as little time as you want to, but we suggest half a day or a day per week. This should include attending meetings of the Board of Trustees.
- A minimum commitment of 12 months to the role would be expected

What support will you be given?

- Appropriate support and supervision in your role, including any training required
- You will be responsible to a member of the Trustee Board or Transition Project Officer
- Trustees and the HLF Transition Project Officer will be available to give you support, advice and guidance
- Attendance at networking events

What benefits can you expect?

- Opportunities to meet new people in your community and working as part of a small team
- Learn new skills and enhance your CV
- You can claim previously agreed out of pocket expenses
- The opportunity to make a difference to people's interaction with, and enjoyment and understanding of the Sandstone Ridge

For a chat and to apply for this role please contact info@sandstoneridge.org.uk

For more information about the Sandstone Ridge and the Trust visit: www.sandstoneridge.org.uk