

CONSERVATION & VISITOR EXPERIENCE DIRECTORATE

Volunteer Coordinator

(Band CI (salary scale 26,846 - £31,426), Full-time (37.5 hours/week, including weekends and evenings), fixed term for 3 years)

Purpose

The job holder will be required to co-ordinate and deliver 2 key areas of work: -

1. The environmental volunteering function for the National Park Authority including the Volunteer Ranger Service.
2. Project management of a range of environmental and outdoor physical activity volunteering initiatives including the Active Cairngorms Health Walks programme.

You will ensure coordination of key partners, and provide technical advice and guidance on volunteer issues as required.

Responsibilities

- Contribute to the development of policies and procedures to cover the safe and efficient delivery of the environmental volunteering function within the National Park.
- Develop a Cairngorms National Park Volunteer Ranger Service based around local communities.
- Coordinate the activity of Cairngorms National Park Volunteer Rangers; including supervision, recruitment, induction, training, support and recognition of Volunteer Rangers.
- Manage and coordinate the Active Cairngorms Health Walks programme.
- Develop the necessary partnerships and engagement with communities, landowners and other organisations to support environmental volunteering; and to increase levels of outdoor physical activity in the Park.
- Coordinate the involvement of environmental volunteers in a wide range of activities and communications via social media in the National Park.
- Ensure regular monitoring, evaluation and reporting of environmental volunteering activity against National Park aims and funder requirements.
- Provide advice and information as required on matters relating to environmental volunteering in the National Park.
- Develop and maintain a safety management system for volunteering in the National Park.

General

- Contribute to the work of the Conservation & Visitor Experience Directorate and CNPA as a whole and ensuring compliance with financial procedures;
- Contribute to the delivery of the National Park Partnership Plan;
- To conduct other work, as necessary; and
- All post holders are required to be flexible with regards their job description so that

the organisation can adapt to new opportunities and priorities over time.

Person Specification - Knowledge, experience and training

ESSENTIAL

- Considerable experience of environmental volunteering and managing volunteers;
- Experience of working with communities and hard to reach groups;
- Experience of safety management;
- Experience in partnership working;
- Experience of project management;
- Willingness and ability to work flexibly, over weekends and in evenings;
- Excellent communication and interpersonal skills – verbal, written and presentational;
- IT skills – word processing, spread sheets, data bases;
- Full UK driving licence or access to driver if disability prevents driving.

DESIRABLE

- Experience of developing & delivering volunteer opportunities;
- Experience in procuring and managing external services and contracts.