

The Role:

Job title:	Volunteering Development Coordinator
Reports to:	Project Coordinator
Hours:	21 hours / 3 days per week, occasional evenings and weekends
Salary:	£25,000 (pro-rata)
Location:	Home-based with regular travel across Edinburgh

Job purpose:

To promote EGP's vision of sustainable, connected communities where everyone lives well and has space to grow.

To support all aspects of volunteer involvement across the organisation including partnership matching activity.

To strengthen, connect and grow EGP's volunteer community, ensuring a positive and rewarding experience for all.

Key duties and responsibilities:

1. Work closely with the Project Coordinator to create new garden partnerships; recruit new volunteers and garden owners, facilitate the matching process and ensure a culture of safeguarding.
2. Provide support and supervision to volunteers, helping them to develop their skills in both gardening and befriending.
3. Create and deliver a programme of training and social activities for volunteers to share knowledge and skills about gardening, the environment and well-being.
4. Grow an engaged and enthusiastic volunteer base, channeling the wide range of additional skills volunteers bring and supporting our community to contribute meaningfully to the ongoing development of the organisation.
5. Manage volunteer-facing marketing and communications, liaise with external partner organisations to identify new opportunities for collaboration.
6. Effectively measure impact and report on progress, ensuring the achievements of volunteers are celebrated.
7. Manage the health and safety of volunteers taking part in EGP activities, conducting risk assessments as appropriate.
8. Efficiently carry out all administrative tasks relating to the role.
9. Participate in regular support and supervision meetings with the Project Coordinator.
10. Readily support all day-to-day aspects of operations and any other duties reasonably requested by EGP, deputising for the Project Coordinator in their absence.

PERSON SPECIFICATION

Requirement	Essential	Desirable
Qualifications	Educated to degree level or equivalent experience.	First aid certificate or willingness to undertake.
Knowledge	Demonstrated knowledge of the principles of partnership working.	A clear understanding of the impact of social isolation on different groups in the population.
Skills and experience	Experience of volunteer management and of supporting befriending or mentoring relationships.	Experience of monitoring and evaluation and community engagement methods.
	Excellent interpersonal skills and able to establish rapport with people quickly.	
	Excellent written and verbal communication skills and proficiency with IT and social media.	Experience of representing an organisation at external events.
	Experience of risk management and facilitating group work outdoors.	Experience of garden design / landscaping / horticulture.
	Excellent time management and organisational skills.	
Attributes	Ability to inspire and motivate others to take action and achieve more through working together.	
	A professional approach to your work, comfortable balancing autonomy and accountability.	
	A generous team player, recognising the value in a diversity of perspectives and approaches.	
	Ability to respond effectively to changing circumstances.	
	Ability to communicate clearly and sensitively with people from diverse backgrounds and cultures.	
	Good awareness of personal and professional boundaries.	
	Demonstrated commitment to our organisational values.	