

JOB DESCRIPTION

Job title:	Volunteering Development Coordinator
Reports to:	Project Coordinator
Hours:	21-28 hours/ 3-4 days per week, occasional evenings and weekends (hours and working pattern agreed between candidate and EGP)
Salary:	£27,560 (pro-rata)
Location:	Edinburgh office, flexible working, with regular travel across Edinburgh

Job purpose:

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

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

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

Key duties and responsibilities:

1. Work closely with the Project Coordinator to create new garden partnerships; recruit new volunteers and garden owners and facilitate the matching process.
2. Provide support and supervision to volunteers, helping them to develop their skills in both gardening and befriending.
3. Organise and support a programme of training and social activities for volunteers to gain and share knowledge and skills about gardening, the environment and well-being.
4. Grow an engaged and enthusiastic volunteer base, channelling 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 and ensure a culture of safeguarding.
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 other duties reasonably requested by EGP, deputising for the Project Coordinator in their absence

PERSON SPECIFICATION

Requirement	Essential	Desirable
Skills and experience	Experience of volunteer management and of supporting befriending or mentoring relationships.	Experience working with people with protected characteristics and those facing marginalisation.
	Demonstrated experience of gardening and food growing, which could be through employment, volunteering, or personal.	Training and/or experience in garden design/landscaping/horticulture.
	Excellent interpersonal skills and able to establish rapport with people quickly.	Experience of monitoring and evaluation and community engagement methods.
	Excellent written and verbal communication skills and proficiency with IT and social media.	Experience of representing an organisation at external events.
	Excellent time management and organisational skills.	Experience of managing risk and facilitating group work outdoors.
Attributes	Ability to communicate clearly and sensitively with people from diverse backgrounds and cultures.	A clear understanding of the impact of social isolation on different groups in the population.
	Ability and willingness to travel regularly across Edinburgh.	
	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 inspire and motivate others to take action and achieve more through working together.	
	Good awareness of personal and professional boundaries.	
	Commitment to our organisational values .	