



JOB DESCRIPTION: VOLUNTEERING OFFICER (P/T)

Salary: £24,479 to £30,376 (pro rata)

Hours: 21 per week (0.6 FTE)

Contract: Permanent (currently funded for two years)

Location: Nairn (with the potential for some homeworking)

Reports to: Chief Executive

Accountable to: Premises Sub-Committee (inc. Chair from Green Hive's Board of Directors)

Purpose of role: The Volunteering Officer will work with the Chief Executive and the wider team to encourage and support volunteering at Green Hive, coordinating, administering and developing the current volunteer pool (numbering nearly 200 people), and leading on the recruitment, induction and deployment of new volunteers for different roles across the organisation - including at Seaman's Hall, the Community Workshop and in support of outdoor activities programming.

Context: Launched in 2015, Green Hive (formally Nairn River Enterprise) is a community hub and a charity that specialises in volunteer-led projects and other initiatives, helping to conserve, restore and sustainably develop the natural habitats and public amenities of Nairn and Nairnshire, while cultivating skills and employability and improving outcomes for residents and visitors. Over the last decade the organisation has developed a suite of core business operations that focus on reducing pollution and waste, recycling and re-using discarded man-made materials and promoting more positive interactions with the local environment. It has done this while gradually consolidating its own financial position in support of longer-term organisational sustainability. Recent investment from the Postcode Innovation Trust takes us to the next level, and a dedicated Volunteering Officer will be key to our plans for growth and diversification. In November 2022 Green Hive took ownership of Seaman's Hall in the Fishertown

precinct of Nairn; over the last year it has been developing public programmes aimed at re-establishing this important historic building as a community hub. We are also formulating capital development plans for the facility. The Volunteering Officer will support these activities, contributing meaningfully to the implementation and continuing evolution of our five-year strategic business plan.

Main duties and responsibilities:

- To devise and lead on the implementation of an effective volunteering strategy for Green Hive, its programmes and activities.
- To work with colleagues on the recruitment and development of volunteers from a wide range of backgrounds - including people experiencing barriers to participation.
- To respond to enquiries, and lead on all interviews and induction training, gathering relevant information and data on individual volunteers in line with Green Hive policies and procedures, and managing personnel records and statistics using organisational database systems - ensuring security and strict confidentiality wherever appropriate.
- To manage and develop Green Hive's formal Volunteer Agreement and Code of Conduct for Volunteers, ensuring these policies are always up-to-date and fit-for-purpose.
- To work with the Chief Executive, staff colleagues and the Directors to build a clear understanding of Green Hive's current and future priorities, organisational needs and capacities, and the opportunities available for sustainable development and growth via community participation and volunteering.
- To work with colleagues on schedules and rotas for the effective deployment of volunteers across the organisation.
- To lead on the organisation and delivery of thank-you events and social activities for volunteers - including visits to meet and see the work of other community-led organisations around the Highlands and across Scotland.

- To work closely with the Chief Executive and the Fundraising Officer on strategies for effectively coordinating and deploying volunteers, Directors, Members and other stakeholders in support of Green Hive fundraising events, campaigns and special initiatives.
- To coordinate the development of an organisational strategy for skills and employability training, work experience programming, internships, paid apprenticeships, etc., working with the Chief Executive, staff colleagues and the Directors to implement schemes that support and sustainably enhance Green Hive and its activities.
- To cultivate relationships with local authority social work departments, community health partnerships, NHS trusts, care homes, schools, colleges and universities, Police Scotland, regional DWP offices and any other local organisation or statutory service-provider with the potential to partner and provide stakeholder support for the development of volunteers at Green Hive.
- To work with the Chief Executive, staff colleagues and the Directors on the setting of annual budgets, the generation of quarterly management accounts and long-term organisational and departmental business planning.
- To attend and contribute to Green Hive meetings, reporting on progress and sharing insights into new opportunities for community participation and the development of volunteers.
- To maintain a working knowledge of current legislation, ensuring all volunteering at Green Hive is conducted according to recognised legal and best-practice standards (inc. GDPR, PVG, etc.).
- To take on any other duties that may reasonably be required according to the needs of the organisation.

Skills, knowledge and experience

- Warm personality, excellent communication skills and the ability to engage patiently, supportively and encouragingly with different kinds of people.
- Excellent organisational and administrative skills, with the ability to plan and prioritise workloads.
- Ability to work flexibly and on your own initiative.

- Proactive, well-organised and methodical.
- Experience of building and managing beneficial relationships with individuals and organisations.
- Understanding of the key facets of GDPR and how it relates to personnel records.
- Firm commitment to Green Hive and its values.
- Previous experience of working with volunteers.

The job description does not attempt to describe all the tasks and responsibilities of the post, but rather illustrates - with examples - the main duties of the post-holder. It is therefore subject to alteration and development and will be reviewed annually in consultation with the Chief Executive and the Directors.

To apply: Email a CV and a covering letter explaining your suitability for the role to nre@greenhive.co.uk before midnight on Sunday 14 April 2024. Likely dates for interview 24 or 25 April 2024. If you'd like an informal chat before applying, please contact Matthew at matthew@greenhive.co.uk