**Borders Forest Trust**

Borders Volunteer Co-ordinator

**JOB DESCRIPTION**

**Background**

Borders Forest Trust (BFT) is a regional woodland conservation charity established in 1996 to bring back native woodlands and associated natural habitats to the South of Scotland and to revive a thriving woodland culture in the region. Since its establishment BFT has achieved a remarkable amount towards both aims.

Committed to the restoration of greatly diminished native woodland in the region, BFT now owns over 3,400 hectares of land in southern Scotland. Working with hundreds of dedicated volunteers, we have set about restoring natural habitats on our land and to date have planted over 2 million native trees and shrubs.

BFT delivers community and education outreach work in the Scottish Borders. Over the years BFT have delivered a range of community and education focussed projects to engage people in woodlands including: community woodlands, woodland volunteering, outdoor learning/ Forest School education programmes and school grounds environmental improvements. This valuable work provides experiences, health and wellbeing benefits and skills development to people of all ages and abilities while helping them to connect with their natural environment.

**Objectives of the Post**

The post of Borders Volunteer Co-ordinator will provide a rewarding and varied set of tasks. You will be part of a small and enthusiastic team and will have the opportunity to contribute to restoring native woodlands and reviving woodland culture whilst working with a broad range of people and organisations. We’re looking for an energetic, people person with a passion for the great outdoors. The role will predominantly involve outdoor work, requiring someone with a mix of skills - exceptional communication, organisational and interpersonal skills - and on the other hand an aptitude and passion for ‘hands on’ outdoor conservation activities.

This is a public facing role that aims to provide a regular presence in our local sites to support local woodland groups, establish new volunteering groups and deliver on aspects of the site management plan.

The key elements of this post will involve:

* Working closely with the Community & Education Manager and other members of the BFT team to develop, design and deliver a variety of practical volunteering activities in BFT owned and community managed woodland sites (including other associated habitats) in the central Borders area.
* Developing woodland-based volunteer programmes to widen our reach and increase opportunities for a diverse range of people of all ages, needs/ abilities and backgrounds to get involved in our work and make a positive contribution to their local environment.
* Maximising the potential for ‘soft outcomes’ during project delivery, such as improved health & wellbeing, the establishment of new friendships and a sense of community etc.
* Forging links and building new partnership relationships with other agencies and support networks in the Scottish Borders.
* Working with local environmental community groups/ initiatives and partnership organisations to support and assist with relevant activities and projects.
* Promoting the work of Borders Forest Trust and developing opportunities to increase community engagement and interest in our local woodlands and greenspaces, for example: attending and leading public events, providing presentations etc.

 **Requirements.**

***Essential:***

* An interest and passion for working with people of all ages and abilities.
* A passion for wild places, woodlands and wildlife.
* A track record in leading practical volunteering sessions.
* Interpersonal skills and an outgoing, friendly, enthusiastic, positive attitude and resilient spirit.
* Organisational, logistical, time management and multi-tasking skills.
* An aptitude for face-to-face, phone and written communication (incl. social media and presentations)
* Ability to work flexibly as required including evening and weekend work in different locations (mainly throughout the Borders region).
* An understanding of risk assessment and Health & Safety in the outdoors.
* Ability to work on own initiative and as part of a team.
* A full driving licence

***Desirable***

* Practical knowledge of trees, wildlife, conservation, woodland management or other woodland skills.
* Event management skills
* Experience of working with vulnerable/ disengaged clients
* Experience of target driven project delivery and grant reporting
* Forest School Assistant or Leader Qualification (OCN Level 2 or Level 3)
* A First Aid qualification (minimum EFAW level)
* Relevant skills that can diversify and enrich participant engagement and experience during sessions.
* A category D1 driving licence
* A good sense of humour

**Terms and Conditions**

**Accountability:** The Borders Volunteer Co-ordinator will be line managed by the Community & Education Manager.

**Salary:** £30K (pro-rata) depending on experience. 4 days a week.

**Hours of work:** 27.5 hours a week. Hours might include evenings and weekends. Core hours are flexible and a time off in lieu (TOIL) system is in place. Overtime is not paid.

**Place of work:** This post is both office and site based. Office space is at the BFT Office near Ancrum and the post-holder should consider this their base.

**Pension and other benefits:** BFT offer a workplace pension through The People’s Pension providing a 5% contribution. A further staff benefits policy is in development.

**Travel:** Clean driving licence and own car required with mileage expenses reimbursed at 45p/mile (BFT agreed rate). The Borders Volunteer Co-ordinator is responsible for recording mileage.

**Disclosure:** The successful applicant will be required to take part in the PVG process before taking up the post.

**Applicability:** All applicants must have the full right to live and work in the UK.