



Volunteer and Engagement Officer – Ouse & Adur Rivers Trust (OART)

Fixed Term Contract from January 2019 until September 2021

This is a full time, dual role to help deliver OART's new Heritage Lottery Funded project Enhancing Places, Inspiring Communities (EPIC), and to contribute to the wider development of OART's volunteer and engagement programmes. The successful candidate's time will be split between three days per week on the EPIC project (supported with National Lottery funding) and two days per week on other projects.

Salary: £21,339 - £26,674 p/annum depending on experience (Rivers Trust Grade 3)

Hours and Leave: 40 hours per week with 25 days holiday plus bank holidays

Pension: 5% employer's contribution

Location: Initially home based - project delivery in Sompting, West Sussex

Responsible to: Project Manager, Project Board

Responsible for: Volunteers

DBS: We will require you to undertake a DBS or other relevant checks

Closing Date: 7th November 2018

The Ouse & Adur Rivers Trust (OART) is looking for a dynamic, enthusiastic and organised person to inspire volunteer involvement, co-ordinate community engagement and assist with the delivery of projects for the Heritage Lottery Funded Enhancing Places, Inspiring Communities project and OART.

The Enhancing Places, Inspiring Communities Project will re-route the course of the Broadwater Brook from its underground, piped course, to a new open channel across Sompting Brooks, facilitating public access to the site for the first time along a new river trail. In addition, we are seeking to increase awareness of the unique and fascinating natural and cultural heritage of the area and its long association with water. We want to work with all sectors of the community to inspire long term guardianship of this valuable greenspace on the urban fringe of the Sussex coast. This is an exciting opportunity to work on a flagship project in the South East that is delivering a major capital works scheme as well as a whole range of smaller projects, training and learning opportunities. The post holder will work closely with the Project Manager and Project Officer to develop an active group of volunteers who participate in all aspects of the project with the aim of establishing a sustainable post-project legacy.

In addition, as OART grow and develop, we are combining this role with an opportunity to assist with our general activities. OART is, at its core, a volunteer led organisation and relies on individuals and groups volunteering their time to help deliver improvements to the local water environment. This part of the role would entail assisting the OART Project Officer in developing, organising and delivering a range of activities and projects with a focus on involving new and existing volunteers. This is an exciting opportunity to work with a wide range of people whilst developing skills and knowledge within the water environment.

As National Lottery and other project funding would support the successful candidate's work on the EPIC project, the division of time between this (0.6FTE) and other duties (0.4FTE) would need to be clearly maintained and recorded, in discussion with the Project Manager.

The successful applicant will be able to work with a diverse range of individuals and groups, including school children and those accessing local support services, and use a wide range of innovative and creative mechanisms to maintain enthusiasm and participation in activities. A flexible approach to working will be required as some evening/weekend work may be necessary. A passion for connecting people with the environment is essential as is the ability to work outdoors as well as in an office environment.

Main responsibilities:

- Recruitment and induction of volunteers for activities and events within the EPIC Activity Plan.
- Acting as the first point of contact for volunteer enquiries relating to activities.
- Supervision and support of volunteers as appropriate and required
- Working with the HLF funded and OART Project Officers to co-ordinate and oversee community and volunteer engagement activities to achieve the aims and objectives of the EPIC project and OART.
- Assist in the delivery of workshop and event planning and administration, including publicity and promotion to the local community
- Obtain feedback from volunteers in line with the project Monitoring and Evaluation strategy and ensure that this is incorporated into future activities
- Attendance and reporting at Project Board meetings
- Attendance at staff meetings

- Liaison with consultants, contractors, partners and stakeholders as required ensuring the successful delivery of the project vision, aims and objectives.

Other Responsibilities:

- Promote the vision and work of the Enhancing Places, Inspiring Communities Project, recognising and acknowledging the role of the project partners and funders.
- Assist the OART Project Officer in maintaining and expanding the Trusts core volunteer base.
- Ensure a high level of professionalism in all dealings with the public and local community
- Ensure continuous development of skills and knowledge required for the post, undergoing training as required for the position.
- Comply with all legal and contractual obligations of co-ordinating a team of volunteers
- Carry out any other duties commensurate with the level of responsibility of the post, as requested by the Project Manager or Project Board

Person Specification – Volunteer and Engagement Officer

Criteria	Essential (E) or Desirable (D)
Experience	
Experience of creating engaging material and content	E
Experience of working with a wide range of people from different backgrounds	E
At least two years experience in community engagement and working with volunteers to inspire active participation in events and activities	D
Track record of enthusing people to engage with their natural heritage	D
Experience of raising awareness of wildlife and/or the water environment issues and engagement	D

Criteria	Essential (E) or Desirable (D)
Knowledge & Understanding	
An appreciation for health and safety policies and legislation and an understanding of creating risk assessments for volunteer activities	E
An understanding of the importance of safeguarding young people and vulnerable adults	E
An understanding of how to develop activities and maintain the involvement of people	D
A good working knowledge of wildlife	D

Criteria	Essential (E) or Desirable (D)
Skills & Qualifications	
A minimum BSc level qualification in a relevant	E

subject or equivalent hands on experience	
A full driving license and own vehicle	E
Excellent communication skills to a wide range of demographic groups and an understanding of complaint management	E
Good knowledge of IT	E

Criteria	Essential (E) or Desirable (D)
Personal Qualities	
Ability to work both in a team and alone	E
Excellent organisation and time management	E
The ability to work effectively with a wide range of people	E
A flexible, "can do" approach with professionalism at its core.	E
Friendly and approachable with the ability to deal diplomatically with conflict situations to obtain a positive result	E