



JOB DESCRIPTION

IDENTIFICATION OF JOB

JOB TITLE	-	Living Seas Volunteer Coordinator
TEAM	-	Conservation Team
WORKING BASE	-	Cardigan Bay Marine Wildlife Centre (CBMWC)
RESPONSIBLE TO	-	Living Seas Science Officer and the Living Seas Steering Group
RESPONSIBLE FOR	-	Volunteers and trainees as appropriate
DURATION	-	1 st July 2015 to 30 th June 2016 (extension subject to funding)
APPLICATION PROCESS	-	Application form

OVERALL PURPOSE OF JOB

- **To develop and implement the volunteering strategy for the Cardigan Bay Marine Wildlife Centre including recruitment, volunteer development and training.**
- **To provide on-going support to and coordination of CBMWC volunteers and act as the point of contact for volunteer enquiries**
- **Research and implement a volunteer accreditation scheme**

MAIN RESPONSIBILITIES

- Recruit, coordinate and support CBMWC volunteers, including responding to all volunteer enquiries
- Advertise for, recruit, train and manage local and seasonal volunteers to assist in meeting work programme targets and wider Living Seas work
- Encourage and promote volunteering opportunities to members and the wider community, identify volunteer roles for long term local volunteers and off-site volunteers
- Work closely with WTSWW Living Seas Science Officer and Living Seas Awareness Officer to develop new projects and organise a programme of presentations, activities and events to be held at CBMWC and other WTSWW sites.
- Research and develop a volunteer accreditation scheme for our Living Seas volunteers
- Contribute to the ongoing development of the Wildlife Trust's Living Seas work and the CBMWC
- Work closely with WTSWW Living Seas Science Officer, Living Seas Awareness Officer and other staff to identify and develop further opportunities for marine initiatives in the South and West Wales area
- Identify relevant funding opportunities and input into the development of additional funding initiatives and applications in liaison with other staff

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- Maintain good records of all activities undertaken and those of the volunteers
- Represent CBMWC/WTSWW at outside events and meetings where appropriate
- Assist with the production and dissemination of materials, reports and information collected as part of our overall Living Seas work and any other publicity required
- Assist with maintenance and updating of websites and provide engaging content across the social media network
- Regular liaison with a range of contacts, including project partners, community groups, local residents, Wildlife Trust staff and volunteers, funders and sponsors.
- Ensure that health and safety procedures are followed and implemented for all activities
- Maximise every opportunity to promote the Trust and recruit new members, including presence at events
- Provide regular reports and feedback to line management, funding bodies and Trust committees as required
- Gather and maintain monitoring and evaluation information for the project
- To undertake other duties appropriate to the post that may be requested by the Line Management.

JOB SPECIFICATION

- **Management and Supervision**

Responsible for recruitment and coordination of all Living Seas volunteers and interns; to provide support and encouragement to a diverse range of volunteers.

- **Accountability and Resources**

Responsible for working within a budget set by the Living Seas Science Officer

Responsible for achieving deliverables and targets as per funders requirements to ensure project is delivered in a timely manner and on budget, to the highest standard possible.

Responsible for helping to raise funds to increase the resources for this post, the CBMWC and wider Living Seas work.

- **Job Impact**

Key member of the Living Seas Marine Team, this is a public-facing role.

The post-holder will help disseminate information about the volunteering opportunities available within the organisation as well as disseminating information about the local marine environment.

Contact with the press is likely. As with all roles that have direct contact with volunteers, the public and the media, there is an expectation that the post-holder will uphold the reputation of the charity and comply with the Trust's branding and ethos.

In order for the organisation to work effectively, the post holder may be required to assist other areas of work and therefore should be prepared to undertake other duties appropriate to the post as delegated by your line manager.

- **Independence and Judgement**

Overall supervision and support is provided but the post will often be working independently under less close supervision, judgements are made where many factors must be considered and the tasks are more involved.

Discretion is exercised over work selection/priority within recognised procedures, systems and guidelines, seeking clarity when required.

The post holder will be responsible for organising and managing their own time on a day to day basis.

The post holder will be responsible for ensuring that health and safety procedures are adhered to.

- **People and Contacts**

The post holder will have day to day contact with a large number of volunteers or potential volunteers as well as staff across the Trust and representatives from partner organisations.

Information, advice or guidance given will involve a considerable degree of discretion within policy guidelines.

Post-holder will be required to address groups and undertake media interviews.

There will be close liaison with colleagues internally and with external organisations.

This post-holder must feel comfortable working with a wide range of people and inspiring people to become a volunteer with WTSWW.

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The post may have contact with funding bodies.
The post will be required to have a full DBS check

- **Creativity and Innovation**

General operating guidelines are followed, but creative work and innovative responses to a range of situations are essential to undertake the job effectively.

A need to be versatile and flexible, able to adapt to a variety of daily challenges and sometimes last minute changes to planned work. Being adaptable and having a flexible attitude to work and situations are key to this role.

The post holder will be expected to use their own initiatives and creative thinking to find the best solution to a problem or completion of a task.

- **Working Conditions**

The post holder must be flexible as the post will require some anti social working hours and some weekends, it also requires a reasonable level of travel.

The normal working place is the Cardigan Bay Marine Wildlife Centre (CBMWC), New Quay, Ceredigion but you will be expected to travel throughout the south and west Wales area and occasionally further afield.

This is a fixed term contract for one year (1st July 2015 to end June 2016). All new employees to the Trust undertake a six month probationary period, in which time they are expected to establish their suitability for the post.

This is a full time position (35 hours per week), over a minimum of 5 days a week. There is the possibility of an extension to the post subject to funding. The Trust does not pay overtime but operates a flexi and TOIL system.

The salary is £17,000 p.a.

PERSON SPECIFICATION

JOB TITLE - Living Seas Volunteer Coordinator

TEAM - Conservation Team

(This section details the experience, competence, knowledge, skills and personal qualities required for the post advertised.)

Overall experience

Experience of working with volunteers and understanding volunteer needs, preferably in a marine-related field, in particular relating to recruitment, coordination, training and communication

Competence, knowledge and skills

- Demonstrable experience of working with and understanding volunteer needs
- Demonstrable experience coordinating and supervising volunteers
- Ability to work without supervision
- Must be able to demonstrate self-reliance and ability to work on own initiative
- Excellent ability to lead and motivate others
- Excellent communication skills both written and oral and the confidence to speak in public to a wide range of audiences.
- Ability to work effectively under pressure
- Must have excellent interpersonal skills, including the ability to engage and enthuse others
- Knowledge of the Wildlife Trust movement and the Living Seas programme
- Must have knowledge and understanding of computers and the ability to use Microsoft Office programs on a daily basis to achieve work requirements
- The ability to speak Welsh would be an advantage
- Ability to lead and evaluate projects
- Ability to research, compile and produce reports
- The post holder must hold a current driving licence and have access to a vehicle, insured for business use (mileage allowance is claimable)

Personal qualities

- Must be self motivated and a team player, able to work effectively in a small team structure and using own initiative
- Must have the ability to maintain high levels of enthusiasm and self motivation
- Must have a positive and mature approach to their work and ability to demonstrate integrity, tact and discretion where required
- Must outgoing and confident
- Must be highly organised
- Must be flexible and adaptable, with the ability to respond to changing circumstances
- Must have a commitment to wildlife and conservation issues

The post is subject to a DBS check.