

Better River, Better Region, Better Life

Job Title	Volunteer Coordinator
Job Location	TRT maintains an office at Shawwell Business Centre, Corbridge, NE45 5PE. Role can be based partially from home following a flexible working policy. Regular travel to attend meetings will be essential
Salary band	£26,000 pro rata Plus benefits package including contributory pension
Hours	0.6 FTE to include one weekend date per month
Contract	12 months with a view to extension or permanent, funding pending
Reports to	Head of Learning and Engagement
Job purpose	To support the development and delivery of the Trust’s comprehensive and varied programme of volunteer activities that runs throughout the year across the Tyne catchment in both isolated rural areas and urban sites.

Tyne Rivers Trust

Tyne Rivers Trust (TRT) is a registered charity that works throughout the Tyne catchment to protect and enhance the environment for the benefit of people who live in and visit the area. Our staff and volunteers undertake practical projects to tackle environmental problems, improve water quality and enhance community wellbeing. We also work with local schools, community groups and the public to educate them on the environment and inspire them to make positive changes.

The Role

We are looking to recruit an energetic individual to support the development and delivery of the Trust’s comprehensive and varied programme of volunteer activities that runs throughout the year, across the Tyne and Northumberland catchments in both isolated rural areas and urban sites.

Key Responsibilities

The Volunteer Coordinator is a public facing role, responsible for the planning and delivering the Trust’s volunteer activities. These activities include:

- Tree/hedge/shrub planting
- Corporate volunteering
- Invasive management
- Survey and monitoring support - citizen science
- Site care and maintenance
- Riverbank stabilisation
- Events and education

Responsibilities:

- Deliver up to two practical/on-site tasks per week, and one monthly weekend task.
- Support effective communications to volunteers, colleagues, and affiliated partners and stakeholders.
- Handle volunteer enquiries including supporting the recruitment and induction of new volunteers.
- Proficient use of Microsoft 365 Suite, organisational databases, record and data systems and third-party platforms (Mailchimp) to support the effective management of the volunteer programme and ensure accurate volunteer records.
- Deploy volunteers effectively to support projects.
- Support surveys and monitoring work (INNS, crayfish, electrofishing, SmartRivers).
- Ensure safe working conditions for volunteers, including organising appropriate training for individuals and groups, use of risk assessments and implementation of safe systems of work.
- Adhere to all Trust policies and procedures including H&S and safeguarding – developing risk assessments and assessing / addressing risks associated with volunteer activities.
- Deliver corporate volunteering activities and supporting community engagement opportunities.
- Organise volunteer recognition and celebration events to acknowledge volunteer contributions.
- Purchase, maintain and organise equipment used for volunteer activities, ensuring tools and storage areas are safe, clean and well organised.
- Plan and deliver a varied programme of volunteer activities across the Tyne catchment.
- Liaise with landowners, land managers, contractors and partner organisations to plan and deliver volunteer activities across the Tyne catchment and ensuring that any required constraint checks, consents and approvals are in place.
- Work closely with colleagues to ensure that volunteer tasks support wider TRT project targets and outcomes.
- Liaise with other volunteer groups and organisations to develop volunteer activity and share volunteer resources.
- Record, report and evaluate volunteer activities, including monitoring volunteer contributions to Trust projects.
- Support the development of the volunteer programme, identify opportunities to expand volunteering and maintain volunteer engagement.
- Support fundraising (appeals and bids) to support the delivery of the Trust's volunteering programme.
- Monitor volunteer project budgets and spend.
- Work with the communications manager to promote the Trust's volunteer work across communication channels and platforms.
- Promote good biosecurity practices and apply them to environmental monitoring and practical conservation activities where appropriate.
- Work to support the development of a 'lead volunteer' team.

Other

- Promote the Trust and partner organisations whenever possible.
- Demonstrate our Trust values every day whilst trusting others and taking responsibility for your actions.
- Support and promote the Trust's commitment to equality, diversity and inclusion.
- Undertake any other duties as requested by your line manager and in line with the post.

Detailed Objectives

Personal objectives will be set through the annual appraisal process, with objectives reviewed and updated annually. These will include any other duties and responsibilities as directed by the Head of Learning and Engagement or CEO from time to time, provided they are broadly similar to duties normally performed by post holder or other post holders engaged in similar work. Shared objectives, necessary to contribute to the business development and current priorities for TRT will also be set.

Training and Development

TRT is committed to continual personal and professional development. A training and development plan will be agreed through the annual appraisal process.

Person Specification

	Level of Knowledge, Experience & Skills	
	Essential	Desirable
Knowledge		
Good knowledge of volunteer management and practical conservation activity delivery.	X	
Knowledge of health and safety practices, including risk assessment and mitigation in outdoor environments.	X	
Knowledge of river conservation issues and practices.		X
Knowledge of the Tyne and Northumberland catchment.		X
Comprehensive knowledge of Microsoft 365 (Teams, PowerPoint, Outlook and Excel).	X	
Understanding of volunteer management IT software.		X
Experience		
Demonstrable experience in supervising volunteers.	X	
Experience of managing practical volunteer conservation programmes		X
Experience of planning and running practical outdoor volunteer conservation activities.	X	
Experience of planning and running river-based practical volunteer conservation tasks.		X
Experience of writing risk assessments and addressing health and safety risks.	X	
Experience of developing and reporting on small funding bids to grant awarding bodies.		X

Experience of liaising with landowners, land managers and contractors regarding the planning and delivery of volunteer tasks.	X	
Experience of maintaining data and accurate records.	X	
Skills and Abilities		
Excellent verbal and good written communication skills.	X	
Ability to use GIS software.		X
Strong interpersonal skills with experience of working effectively within a team environment.	X	
Good organisational and administrative skills with attention to detail.	X	
Good IT skills including Microsoft 365.	X	
Ability to manage own workload, prioritise tasks and work autonomously.	X	
Good time management skills.	X	
First Aid trained.		X
Herbicide spraying PA1 and PA6 certification.		X
Personal Attributes		
Self-motivated, proactive and passionate about working with volunteers to address environmental issues.	X	
Practical, confident and cheerful with a positive “can-do” attitude.	X	
Flexible in working hours, including some weekend work.	X	
Ability to contribute positively as part of a team within a growing organisation operating a hybrid model	X	

Additional Information

- TRT operates a flexible working policy. The position is office-based with home working supported to encourage work-life balance, personal efficiency, to remove avoidable travel.
- The post involves travelling around the catchment and occasionally throughout the UK and further afield overnight to attend meetings and conferences.
- TRT provides two shared company manual vehicles for business use. The post holder must hold a valid driving licence and be able to drive these vehicles. They should also be willing to use their own vehicle for work purposes when required, with mileage reimbursed at the Inland Revenue’s recommended rate.
- Hours of work are typically 22.5 hours per week, or as required, with possible evening and weekend work as circumstances require.
- A current driving licence and access to your own vehicle is required.