



### **Job Description:**

Volunteer & Member Co-ordinator

Location(s): Hawkhurst, Peasmarsh & Home-based

P/T 2 days per week £21,840 pro rata

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## **Background**

Hands of Hope is a community-based charity operating out of Hope Farm Garden in Hawkhurst but delivering projects throughout Rother, Hastings, and West Kent.

Restoring and developing a neglected walled kitchen garden and 22-acres of AONB land, our goal is to create a thriving community space from where we will use growing, cooking & nature-based activities to improve physical and mental wellbeing, and combat environmental degradation, by building a community around renewed contact with the land and the growing and appreciation of sustainable, healthy food, delivering activities aimed at tackling some of the biggest health and social issues facing us in the 21<sup>st</sup> century including Rural Isolation, Loneliness, Food Poverty and Mental Health.

This is an exciting project producing organic fruit and vegetables within the 2-acre walled kitchen garden and delivery community projects including Get Growing, Bee in Company, Men in Sheds, Growing Buddies, Helping Hands Lunch Club, Rural Craft sessions as well as offering educational and training opportunities. As we develop the new facility will be:

- A place to grow.
- A place to learn e.g., schools' projects, growing programmes, rural crafts, sustainable and organic horticulture etc.
- A place for nature e.g., wild areas, biodiversity, bees, pond, wildflower meadow
- A place for children – Schools projects, nature play, forest school,
- A place for specialist groups
- A place to access fresh affordable *in season* and organic produce via our Box Scheme "Hope Farm Organics".
- A place to feel connected e.g., welcoming, inclusive, a sense of community, vibrancy, and energy where there is always something happening.
- A place to connect with each other and with nature.
- A place that is sustainable offering a valuable legacy to future generations

## Main Responsibilities:

- Create “best in class” Volunteer programme including reviewing and enhancing current Induction Process, Volunteer Handbook, Policies, Procedures and Risk Assessments.
- Liaise with Head Grower, Education Manager & Programme Co-ordinator(s) as well as the Trustees to understand how they work & to assess their needs.
- Generate appropriate Volunteering & Member opportunities and role descriptions based on the needs identified.
- Using social media and networking platforms, raise awareness to improve engagement and participation.
- Prepare and deliver appropriate training programmes for Volunteers as and when appropriate.
- Manage robust recruitment and orientation process ensuring Volunteers & Members are appropriately matched in their positions/involvement.
- Organise rotas and provide inductions and training.
- Monitor, support, motivate and accredit volunteers and their work.
- Organise a rewards structure and events to celebrate Volunteers and Members.
- Organise and manage new Community Committee to aid the development of the Walled Kitchen Garden site, combining Volunteer and Member involvement.
- Manage budgets and resources, including the reimbursement of expenses where applicable.
- Ensure good levels of Volunteers and Members are retained.
- Create a library of Case Studies in conjunction with Trustee in charge of Marketing and Engagement, for both Volunteers and Members.
- Engage with local businesses where opportunities may exist for CSR volunteering and pro bono / in kind support potential might be obtained.
- Keep up to date with legislation and policy related to volunteering.
- Maintain a close working relationship with local Volunteer agencies and others who promote and encourage volunteering within the community.
- Monitor and evaluate activities and write reports for funders and Trustees.
- Maintain databases and undertake any other administrative duties.

## Person Specification

### Essential:

- Experience of volunteering
- Effective in using networking skills to engage and enthuse others.
- Excellent in communication (written and verbally)
- An interest and some experience in horticulture and nature-based activities

### Desirable:

- Experience of volunteer coordination
- Voluntary sector experience
- Team leadership or line management
- Working with vulnerable adults or young people
- Social media and website content management
- Educated to degree level,
- Experience of CSR / volunteering amongst the business community

### Skills and attributes:

- Passionate about nature and the environment and keen to inspire others.
- Reliable and well organised.
- Friendly, encouraging and approachable.
- Creative, imaginative and enthusiastic.
- Confident and effective communicator, both verbally and in writing.
- Able to work independently and as part of a team.
- Self-motivated.
- Able to work with and inspire people of all ages, backgrounds and abilities.

For further information contact Mandy Doran on 07968 333 097 or email [info@hohcharity.co.uk](mailto:info@hohcharity.co.uk)