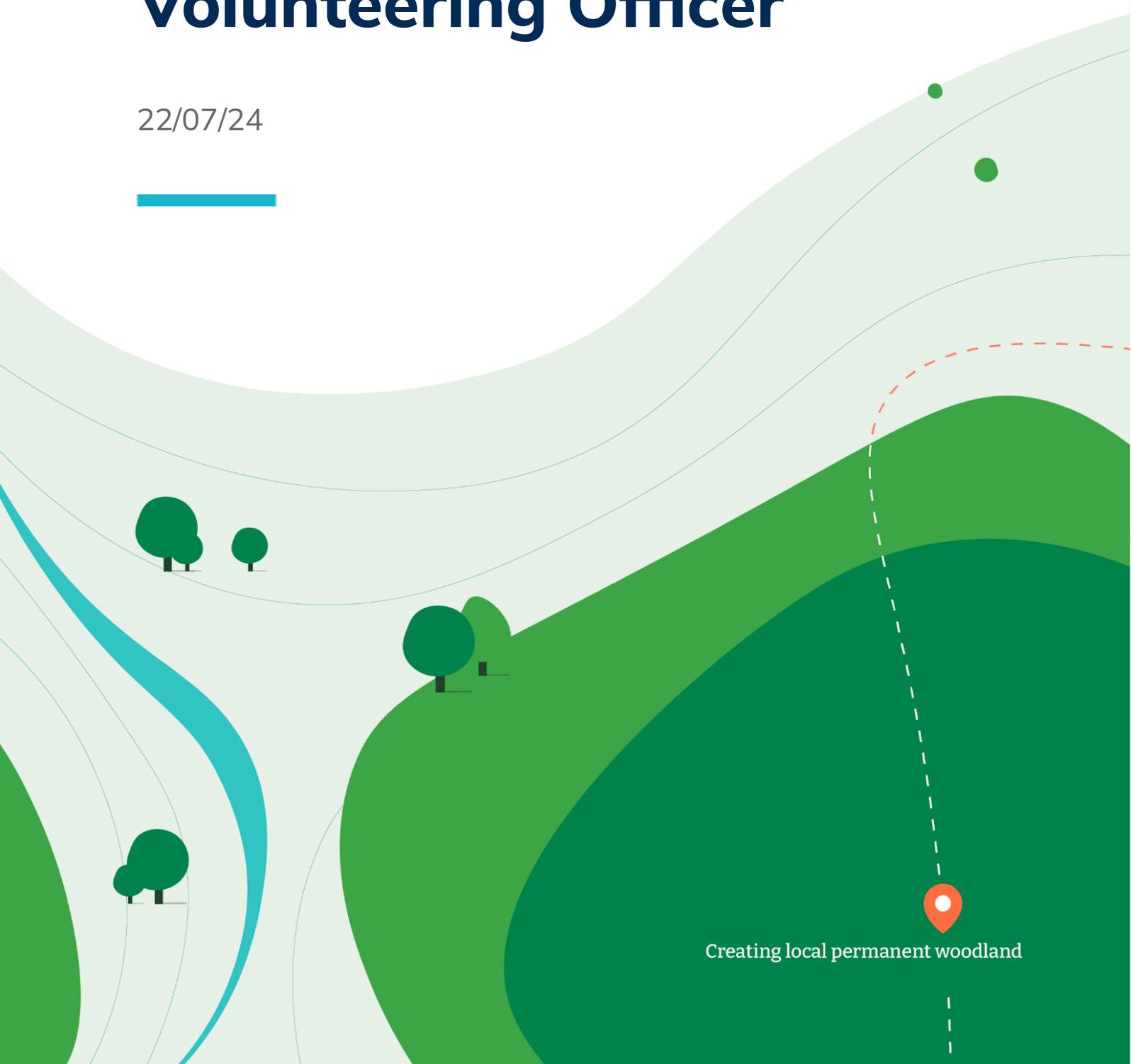




Volunteering Officer

22/07/24



Creating local permanent woodland

Come and work with us

Avon Needs Trees (ANT) is a registered charity creating new, permanent woodland throughout the Bristol-Avon catchment to fight the climate and ecological emergencies.

We fundraise to buy land to create woodlands that will stand for generations, locking up carbon, boosting local biodiversity, and providing natural flood management as well as publicly accessible green space where appropriate.

ANT was founded in 2019 by environmentalist Nikki Jones and a small band of volunteers. They were concerned by how deforested our area had become and that no charity existed to buy land in our catchment to guarantee the permanence of new woodlands.

Since our formation in 2019, we have had two incredibly successful projects in Wiltshire, purchasing two sites of 47 acres, planting and caring for 22,000 native trees with the help of hundreds of volunteers from local and surrounding communities.

In 2023 we started planting Great Avon Wood; a ground-breaking partnership with the Forest of Avon Trust. With over 100 acres of land and 40,000 trees to plant and care for, it was our most ambitious project to date. We have also planted Ed Woods, our first Land Partnership venture, which means we are working with the site landowners to create permanent woodland.

We have just completed the purchase of 420 acre Wick Farm to create Lower Chew Forest, the biggest new woodland in the South West in a generation. We are also leading a Landscape Recovery Project across a wide area of the Chew Valley.

Our Values

Ambitious: Our people are nimble and take opportunities, take urgent action to tackle the climate and nature emergencies, are bold in our ambition and scale

Reasoned: We are thoughtful, ethical and reasoned in how we deliver our ambitions

Positive: We are optimistic about the future and our ability to shape it, meeting our mission and challenges with positivity

Working with us

- Flexible working with an employer with a proven record of sensitivity to range of personal circumstances and needs
- Hybrid working, based on a 35-hour (full time) working week
- 26 days leave per annum, plus bank holidays (all pro rata for part-time staff)
- Wellbeing and resilience focussed employer
- Paid leave for emergencies
- 24/7 free, impartial and confidential support service
- 24/7 free helpline with health professionals
- Pension scheme, with a 3% employer contribution
- Real Living Wage employer, as a minimum

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Reporting to: Conservation and Heritage Coordinator

Hours of work: 0.8 FTE to 1 FTE (35 hours per week) depending on your preference

Duration: One-year fixed-term contract, with the expectation of a permanent contract

Salary: £26,000-£28,000pa, pro-rata as relevant. Starting salary depends on experience, with opportunities to receive performance related pay increases within this salary band over time.

Location: Flexible working between home, our offices in central Bristol and with travel across our catchment area

Job Purpose

Your legacy will be a tangible impact on slowing down climate change, helping nature recover and creating social impact by developing funding relationships that support our woodland projects and organisational development more broadly.

You will join a fast-growing organisation that started in 2019 with four volunteers and has grown to a staff team of nineteen (with more recruitment in the pipeline for 2024), over 1,000 volunteers and ownership of nearly 600 acres of land that will grow woodlands of over 160,000 trees.

We are looking for an enthusiastic people person with great communications and organisational skills to help recruit and coordinate our talented volunteers. You will help take ANT to our next level of impact by leveraging volunteers to deliver tree planting and tree care activities across our woodland sites. Your role will support volunteer activities across Avon Needs Trees, but with a focus on our two largest sites: Great Avon Wood and Lower Chew Forest.

The role

You will work as part of the Chew Valley Project team to deliver our woodland projects. Your role will involve recruiting and co-ordinating volunteers to meet our ambitious target to plant over 20,000 trees this winter.

Main responsibilities

- Lead on the coordination of our volunteer leaders and volunteers to ensure we can deliver our volunteer tree planting, tree care days, and other activities, for example outreach volunteering or fundraising volunteering. Volunteer coordination includes:
 - Managing volunteer leader rotas and calendars
 - Ensuring all volunteers are provided with timely, accurate and clear logistical information ahead of volunteer days
 - Responding to volunteer and volunteer leader enquiries in a timely manner
 - Putting in place suitable contingency plans in the case of a volunteer leader having to pull out of a commitment
 - Administering our volunteer management system
- Work with the Chew Valley Project Team and the Engagement, Communications & Fundraising team to recruit new volunteers and volunteer leaders, and ensure the ongoing engagement of our current recruits. This includes:
 - Communications focused on volunteer recruitment
 - Coordinating volunteers along the recruitment process
 - Ensuring our web and digital assets are accurate and up to date
 - Producing high quality communications outputs targeted at our volunteers and volunteer leaders, for example, volunteer news bulletins
 - Volunteer focused project promotion on social media and other channels

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- Act as the first point of contact for all volunteer related enquiries by managing our volunteer inbox and dealing with volunteer enquiries on the phone.
- Ensure volunteering complies with our processes and policies, this includes:
 - Ensure all volunteer related documents are filed appropriately on our shared drive
 - Ensure all volunteer based activities are in line with ANT's volunteer and health and safety processes and policies
 - Review volunteer expense requests
 - Escalating any issues in a timely and professional manner to the appropriate member of staff
- Work with the Chew Valley Project Team to support event delivery and logistics as required
- As with all Avon Needs Trees roles, contributing to grant writing and fundraising activities
- Work with the wider Avon Needs Trees team to help build a resilient, multi-site charity and undertake any other work necessary to pursue our aims

Working relationships and expectations

- As a member of the Chew Valley Project team, you will work closely with the Chew Valley Project Manager and other team members
- Hybrid working between home and our office in central Bristol with the expectation of being present in our office or on site more than half the days on the typical week
- Occasional evening and weekend working will be required but this is not a substantial feature of your role
- Our staff maintain an appropriate level of confidentiality, professionalism and discretion at all times
- Our staff comply with organisational policies, procedures, and guidance, and external regulations and laws

Person Specification

Essential / desirable	Specification
Essential	Passion and commitment to addressing the climate and nature emergencies in general and woodland creation in particular
	Ambitious and positive about new opportunities and challenges, especially driving new projects
	Experience of working with volunteers, ideally in a coordination capacity
	Good project management and organisational skills
	Strong communication skills (in person, by phone and in writing) and an ability to relate to the public, volunteers, partners, stakeholders and staff at all levels
	Strong administration skills and the ability to be administratively self-sufficient
	Ability to write formal reports and analyse monitoring and evaluation information
	A results-driven approach and the ability to work proactively on own initiative, continually learning and evaluating projects to improve the

	delivery of the programme
	Educated to GCSE level (including English Language/Maths) or equivalent. The post holder should have competent IT skills.
Desirable	Experience of using social media
	Experience of writing communications products, for example newsletter and blogs
	Experience of technology to assist the volunteer experience, for example website editing or use of volunteer management platforms
	Experience of volunteer recruitment
	Working knowledge of GDPR
	A suitable home-working environment, or equivalent

How to apply

Application deadline: Thursday 15th August 2024 at noon

Interview date: Week commencing 26th August 2024

Start date: As soon as possible and ideally by October 2024

To complete an application please follow the [link](#) to the form and submit by the deadline above.

If you have any concerns or issues completing the application please email: contact@avonneedstreets.org.uk. Please include the job title "Volunteering Officer" in the subject line of your email.

Our commitment to equality and equity

We would be grateful if you could also complete our [equal opportunities monitoring form](#). This is used for internally monitoring the diversity of applicants to our roles. Your answers will be anonymous and not be connected with your application, or seen by anyone involved in the decision-making process.

Your application will have all personal details redacted before being assessed by our short-listing panel.

As a Disability Confident employer, we will offer an interview to disabled candidates who meet the essential criteria for the role.

To address any diversity gaps in our team we will also offer an interview to candidates who meet the essential criteria and are from under-represented groups. At this time this applies to those from Black, Asian and minority ethnic groups.

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Avon Needs Trees is a Living Wage and Disability Confident accredited employer, and a supporter of the West of England Good Employment Charter. We especially welcome applications from under-represented groups.

