

HOME FARM MARSH VOLUNTEER COORDINATOR

Job description. August 2021

1 Job summary

- Job title – Home Farm Marsh Volunteer Coordinator
- Responsible to – Gaia Trust Director
- Responsible for – Organisation and management of volunteer activity at Home Farm Marsh on behalf of the Gaia Trust
- Job status – Employee of the Gaia Trust OR Private Contractor to the Gaia trust

2 Overall purpose for the job

- 2.1 The farming tenant at Home Farm Marsh ([Hyperlink to location map](#)) is primarily responsible for delivering the agricultural management of the site in accordance with the site's Environmental Stewardship Agreement. However, there are countryside management and other tasks that help deliver site objectives but that cannot be delivered through the efforts of the tenant. Volunteers are therefore crucial to achieving them.

This role will help recruit volunteers, organise, take part in, and supervise volunteer activities and events, and generally raise the community profile of Home Farm Marsh locally.

3 Hours, pay, pension and entitlements

- 572 hours per year (approx. 1/4 time) averaging out to 11 hours per week
- £12 per hour standard rate (Full time equivalent of £23,000 pa)
- An employee will be entitled to a Workplace Pension, sick pay and annual leave (Pro rata based on 21 days per annum plus public holidays of 9 days per annum).

4 Responsibilities

Design, co-ordinate, supervise and take part in countryside-based volunteering tasks at the site, including:

- Identifying, developing and actively promoting the volunteering opportunities.
- Creating an annual plan of conservation priorities and activities for Home Farm Marsh taking into account the stewardship agreement, the objectives of the Gaia Trust and suggestions from the

volunteers. The plan should be agreed with the Director and shared with the volunteers

- Building a sustainable group of volunteers and delivering the programme of on-site activities, including regular weekly working parties.
- Being the point of contact for volunteers and ensuring that they have a positive experience with the Gaia Trust that increases skills, improves confidence and / or contributes to positive wellbeing
- Maintaining appropriate records and ensuring safe working practices

Partnership building and generally generating public support and local profile for the site

- Identify opportunities for the social use of Home Farm Marsh to support local community objectives.
- Network and build up local contacts and partnerships in order to support future volunteering and to raise the Gaia Trust's local profile.

Reporting to Trustees, administration and training