**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | National Trails Volunteer and Project Coordinator |
| Salary: | £33,366 - £36,124 |
| Grade: | 9 |
| Hours: | *37 per week. We are open to discussions about flexible working*. |
| Team: | National Trails – Countryside Operations and Volunteer Coordination |
| Service Area: | Community Operations / Environment and Place |
| Primary Location: | Sutton Farm, near Witney, Oxfordshire OX29 5RD but working extensively on an agile basis. *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | None |
| Responsible to: | Thames Path National Trail Manager |
| Responsible for: | None |
| Political Restricted Post: | None |

## Job Purpose

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| The National Trails team are hosted by Oxfordshire County Council and are accountable to the respective Partnerships for The Thames and Ridgeway. The team are externally grant funded, with the main grant via Natural England. The National Trail Volunteer and Project Co-ordinator delivers a lot of the physical route maintenance and improvement work on the National Trails through the volunteer scheme: In particular-* To be responsible for leading on recruitment, training, and retention of volunteers, coordinating works with landowners and other volunteer groups, and ensuring a safe working environment where tools and equipment involved are in good working order.
* To plan and deliver from start to finish a practical task schedule through the year and record the outputs using CAMS to ensure the Trails meet Trail Quality Standards.
* To assist with minor contractor projects along the National Trails when required.
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## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.* Organise, and lead practical volunteer tasks, ensuring all necessary health and safety regulations are complied with, and carry out and review risk assessments for the volunteer scheme and tasks.
* Maintain a record of volunteer details and outputs produced by the volunteer scheme, including volunteer contact details, volunteer numbers, number of gates installed etc. This includes updating contact details database, regularly updating CAMS and working with volunteers to ensure they make best use of CAMSWeb.
* Identify training and where appropriate deliver, training for volunteers in all relevant areas.
* Maintain recruitment and induction materials for new volunteers and lead on advertising vacancies for practical volunteers and monitor volunteers. Where interviews with volunteers are necessary, to be on the interview panel.
* Explore opportunities to attract volunteers from different parts of society and to secure ‘added value’ to the volunteer scheme outputs, e.g. ‘Green Gym’ type audiences, tasks to appeal to ethnic minorities, weekend practical task events, tasks with biodiversity outputs, tasks to appeal to young people and family groups, tasks to support unemployed people. Develop your skills and contacts around these opportunities.
* Foster positive working relationships with volunteers to ensure they feel motivated and valued. This includes hosting an annual BBQ and annual meetings for volunteer monitors, as well as keeping volunteers regularly updated via email and respond to their emails/phone calls in a timely manner.
* Manage the volunteer scheme resources by keeping an inventory of all tools and equipment, maintaining adequate stock levels and ordering materials as needed. Ensure all resources are kept in an orderly condition, including ensuring the National Trail vehicle, trailer and workshop is maintained to a high standard.
* Maintain and develop effective relations with rights of way officers, communities, users, volunteer groups and landowners.
* Explore opportunities to create new partnerships with other volunteer groups to maximise the potential of volunteer engagement and volunteer outputs along the Trails.
* Provide information and ideas to inform bids to funding bodies to secure grants/donations/contributions for key improvement and maintenance projects.
* Assist with regular condition and user surveys and be responsible for ensuring volunteers have the necessary information to carry out their monitoring activities.
* Plan and write the volunteer task diary.
* Assist the Trail Manager to produce biannual updates to partnership meetings on all works for that period.
* Ensure any expenditure incurred by the Volunteer Scheme is recorded accurately and in a timely manner. Keep the Trail manager informed of how spend relates to the forecasted spend.
* To assist the Trail manager in delivering smaller contractor works as and when needed.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Minimum of 3 years directly relevant experience in a related field of work. Proven experience of organising and delivering programmes of maintenance and improvement work in a countryside volunteer scheme environment. | A |
| Education to a minimum GCSE standard and/or NVQ, NC or Diploma BTEC in a practical environmental based discipline or equivalent experience e.g. countryside management, landscape, agriculture, forestry or related practices | A/I/D |
| Current valid driving license that includes Entitlement B+ECurrent valid First Aid qualificationNPTC Brush Cutter CertificateNPTC Chainsaw CertificateProven knowledge of health and safety issues and legislation including COSHH and experience in the preparation and use of risk assessments | A/I/D |
| Experience in the application and maintenance of tools, machinery and small plant | A/T |
| Proven experience of organising, leading and training volunteers in practical tasks using hand tools and power tools to achieve good standards of work | A/I/T |
| Excellent communication and interpersonal skills, with the ability to forge and sustain good working relations with a wide range of people, including volunteers, farmers, landowners, occupiers, contractors, and the public. This includes communication in person, on the phone and by email. | A/I |
| Ability to work on own initiative, with high levels of personal accountability, and as part of a team, able to motivate others. | A/I |
| Personal mobility (able towalk up to 10 miles per day) and willingness to work outside in all weathers for up to 8 hours per day. | A/I |
| Good IT skills, preferably with Microsoft Office software | A/I |
| Ability to maintain accurate records and inventories. | A/I |
| Proof of competency regarding driving off-road and towing a trailer. | A/I/T |
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| Desirable Criteria | Assessed By: |
| Experience using GIS, CAMS and/or ArcMap GIS | A/I |
| An understanding of public rights of way and countryside law relating to maintenance and improvements works and highway authority statutory duties. | A/I |
| Some proven experience of specifying and managing small works contracts | A/I |
| Experience of working near rivers and in farmed landscapes. | A/I |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [x]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [x]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [x]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [x]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [x]  | Regular work with skin irritants/ allergens |
| [x]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [x]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

April 2022