Role: Volunteer & Communities Officer

Job Summary
Salary: £25,500 per annum  
Work location: Charity Base in Emsworth, Hampshire & mobile  
Reports to: CEO & COO  
Hours per week: 37.5  
Contract type: Fixed term 1 year  
Closing date: 12:00, Friday 10th May 2024  
Interview dates: 21st / 22nd May 2024

About Us:
We are a small environmental charity based in Emsworth, Hampshire. We work to reduce the impact of pollution along our coastlines and in our local countryside, with a particular focus on plastic pollution and waste. We do this through active educational outreach activities into schools and community groups, through beach cleans, suburban and countryside clean-ups, and through engaging with local businesses. Our main geographical area of operations stretches from Southampton, Hants, to Chichester, West Sussex, although we sometimes operate outside this region and the role may extend further on occasion.

The Role and Overall Purpose of the Job:  
The Volunteer and Communities Officer will attend relevant events in the community in the area of operations, as well as organising and delivering events for the charity to engage local community groups. These include organising and coordinating beach cleans, Borrow Bag sessions and other suitable community events, representing the charity at other organised events (stalls, fairs and activities etc) and giving talks at community group events.

The role also involves building and maintaining a database of volunteers for the Final Straw Foundation, engaging with volunteers year-round, as well as key dates in the year linked to environmental calendar dates i.e. World Ocean’s Day, Earth Day etc. Working with the rest of the team, the successful applicant will help grow the volunteer base across all demographics, ensuring volunteers are supported and trained appropriately. Core to the role is building exciting and varied opportunities for volunteers of all ages within the sector, as well as reaching new volunteers from wider and more diverse backgrounds.

Key Tasks  
Working with the senior team, ensure that the Foundation’s community and volunteer engagement objectives are carried out. Working with the CEO and COO, develop and manage the training and engagement provision for volunteers, including helping to guide other employees within the charity to manage volunteers effectively and in line with the Charity’s policies.

The following duties will be the core responsibilities of this position:  
- Act as a central point of contact for volunteers, coordinating initial enquiries and ongoing management:  
- Recruit new volunteers, ensuring they are appropriately matched and trained for a particular role, along with assessing the requirements of each volunteer.  
- Ensure that volunteers are supported as an integral part of the organisation.  
- Ensure effective recruitment and coordination of volunteers to help at a variety of events.
• In conjunction with the senior management team, develop and maintain ways of recognising and celebrating volunteers, including organising charity social events for volunteers.
• Maintain and effectively use the database for effective volunteering data management.
• Ensure all volunteering systems and procedures are followed, ensuring consistency, best practices, and adherence to legislation in volunteering management.
• Actively develop new opportunities for community engagement across different departments within the Charity: externally promote community engagement activities and opportunities through high-quality communications and utilising a variety of media, working with the Marketing/Comms team.
• Develop and coordinate our work experience program, including liaising with local education providers.
• Be responsible for providing Duke of Edinburgh Volunteers with guidance and signing off their volunteering evidence as an assessor.
• Support all charity programmes through attending events, including fairs, exhibitions and/or conference stands.
• Attend community group events, including delivering talks on the Charity’s work and aims and/or workshops – for example, with the U3A, Scouts, local wildlife groups, WI, etc.
• From time to time, support the Educational Outreach Schools as needed with their events, including the Eco-Conferences for secondary schools, Beach Schools and the Education Station.
• Consider the role of safeguarding in dealing with volunteers, trainees, and work experience students and uphold Charity-wide Safeguarding Policy and Practice in these programs with support from Designated Safeguarding Leads.
• Working with the senior management team, manage and maintain centralised training records for all volunteers, including details of budget spend; when required, research training options for a particular requirement and then book as approved.
• Cooperate and work with the Charity team and outside bodies and groups to achieve the overall aims and enhance the reputation of the Charity.
• To carry out all other such duties as may from time to time be determined by the line manager.

About You:
Creative, confident and practical, you’re a passionate advocate for protecting, enjoying and conserving our environment and oceans. Acting as the main point of contact for community activities, you will be the driving force of all community engagement ensuring that both the core team and volunteers are fully up to date with ongoing events and opportunities. You will be confident to represent the charity at events and engage with the public, interested bodies and stakeholders.

With experience in managing volunteers and community engagement, you’ll be a ‘people person’ with the proactivity, energy, drive and organisational skills to help delivery the charity’s aims and strategy. You will have excellent attention to detail and communication skills and experience of budget management. You will be comfortable managing your own workload, with support from the wider team as needed.

Person Specification:
The Final Straw Foundation is looking for an organised individual with strong interpersonal skills, capable of delivering the Charity’s Community and Volunteer Engagement.

• Demonstrated experience in volunteer management and nature conservation.
• Ability to handle challenging situations and drive plans forward collaboratively.
• High level of commitment, motivation, and self-discipline.
• Innovative and focused on pollution and nature conservation.
Experience & Knowledge:
• Experience in organising and leading volunteers and community engagement activities.
• Understanding of volunteer engagement principles and statutory requirements.
• Proficiency in IT, social media, and database systems – experience using Salesforce CRM would help.
• Empathy, listening skills, and conflict resolution abilities.
• Strong communication skills and project management abilities.
• Willingness to assist at the Charity’s events; a valid driving license and own transport is essential.
• You will be required to have an enhanced DBS check.

You will use the charity’s office in Emsworth as your base and travel within the area of operations for events. Regular weekend work will be required, with time off in lieu.

In return, you will benefit from working with a small and friendly team; appropriate time off in lieu of out of hours work; 25 days annual leave plus bank holidays; 3 days a year to use for your own volunteering or ‘give back’ days to your community.

Please apply via email using the application form provided and a covering letter, emailed to recruitment@finalstrawfoundation.org, explaining how you meet the requirements set out in the person specification and job description. If you wish to send your CV in addition, please do, but CV’s alone will not be considered for this role. We reserve the right to close this vacancy early if we receive a high volume of suitable applicants.

Additional information
We are committed to promoting equality and respecting diversity and welcome applications from all sections of the community. We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

We do not accept speculative CVs from any source.

Please note, we will primarily contact candidates by e-mail throughout the recruitment process, please monitor your email junk / spam folder as our system generated emails may be allocated to these folders by your email settings.