

Role Profile

Job Title:	Volunteer Supervisor
Location:	Maryhill – Temple Locks, Glasgow
Reporting to:	Project Manager
Salary:	£14,000 FTE (37 hrs)
Hours:	14 hrs – set days Friday & Monday
Contract:	Fixed Term March 2017 to 30th October 2017

Programme and Mission

This is a partnership project between Scottish Canals and Scottish Waterways Trust. Our aim is to develop volunteering capacity to look after and help operate the stretch of the Forth and Clyde Canal from Maryhill to Temple Locks in Glasgow. We have developed a programme of activities that includes lock keeping, practical outdoor tasks such as vegetation management and painting, learning and skills development activities. We wish to engage local volunteers to care for and operate this part of the Canal and engender local pride in the canal. This initiative will run for the summer season 2017. It will involve working every Friday & Monday for the duration of the season.

The project will support the delivery of the Vision and Mission of Scottish Waterways Trust. We work to create brighter futures for people and places across Scotland's canals. We do this through creating innovative projects that connect people with the heritage, wildlife and green open spaces of the Scottish canals. We inspire people to get active and provide opportunities for people to improve their health and mental well-being. Through our projects we increase employment prospects and strengthen community life.

Purpose of Job

To oversee a group of volunteers and the delivery of the programme of practical, outdoor conservation tasks between March 2017 and October 2017. To successfully engage, mentor and motivate around 12-15 volunteers, providing them with new skills and confidence and improving their life chances.

Key Responsibilities

The Volunteer Supervisor will focus on the delivery aspects of the programme and will also assist the Project Manager in planning, monitoring and administration of all project operations.

Responsibilities include:

- Promotion – working with our communications team to promote the project to potential participants and groups.
- Recruitment - assist in the recruitment of volunteers and volunteer mentors to participate in and help run the programme.
- Budget management – assist the project manager to effectively monitor and manage the project operational budget, for purchase of goods and services and volunteer expenses.
- Programme of volunteering activities – contribute to the development of a detailed programme of activities; Co-ordinate the delivery of this programme on a weekly basis; assist in organising participants' awards, certificates and qualifications; help to organise celebration event for the end of the programme.
- Monitoring and Reporting – gathering data required to compile reports of the programmes' achievements for management and funders as required.
- Health and Safety – Ensuring compliance of all programme activities with Health and Safety legislation; health and safety induction of volunteers; preparation of Risk Assessments and Safe Operating Procedures for each practical task in the programme; reporting of any

incidents in accordance with Scottish Waterways Trust Health and Safety Management System.

- Disclosure and PVG – ensuring compliance of volunteer mentors and others involved in programme delivery.

Knowledge, Experience and Skills

Assessment Area	Essential Criteria	Desirable Criteria
Required Qualifications	Relevant qualification / experience in community working.	Other relevant qualification. Membership of appropriate established volunteering /charity network groups.
Relevant Experience	Working with people with a range of abilities. Delivery of outdoor practical conservation projects. Implementing or awareness of Health and Safety procedures.	Skilled in working on outdoor practical conservation tasks. Experience of project management, monitoring and reporting.
Specific skill, abilities and Qualities	Excellent communication skills at all levels and ability to build relationships with volunteers. Ability to empathise with the issues affecting people and to mentor and motivate. Good organisational skills. Ability to work as part of a team. Ability to meet targets.	Knowledge of and enthusiasm for the aims of Scottish Waterways Trust. Skilled social media communicator.
Any additional job related requirements	First Aid Certificate PVG Checked / willingness to be checked IT literate in Microsoft Office suite.	Full UK Driving Licence.