

Job Opportunity: Wolves Lane Volunteer and Site Coordinator

Wolves Lane Centre in Haringey is the former council-run plant nursery and garden centre that has been run by a consortium of community organisations and volunteers since 2017. Our aim is to develop a thriving centre for growing and distributing wholesome food and an inclusive space to engage the diversity of local communities in developing the local food economy through education, enterprise and events, making good food accessible to all and building a healthier, more sustainable food culture.

There are regular volunteering sessions, and around 25 active volunteers are currently involved in refurbishing, developing and running the site and events including regular open days. Until now volunteer activity has been supported by consortium member organisations but we are now seeking someone to coordinate it centrally and develop a comprehensive volunteer programme. They will also need to play a facilities management role on site, identifying works needed and organising appropriate volunteers or contractors.

We're looking for someone with strong organisational skills who can collaborate with existing volunteers and consortium member staff in the development of activities and projects that increase the use of the Wolves Lane site by volunteers, learners and the wider community. You need to be someone who can work with and help meet the needs of diverse communities and groups and can contribute to the creation of a genuinely inclusive space.

We recognise that this is a wide-ranging role with a lot of responsibilities, which will quickly need to be shared with other workers as the scale of activity develops. We are looking for someone with the drive to hold these responsibilities initially and work with the Consortium members to get a full team in place. Opportunities for significant capital and revenue funding have been identified so this is an exciting time to help take the Wolves Lane Centre to its next phase of operation.

Hours: 21 hours per week, flexitime but need to be on site on Tuesdays and Wednesdays and willing to work at least one or two weekend days per month (with time off in lieu)

Responsible to: Wolves Lane Consortium board

Salary: £27,300 pro rata (based on 35 hour week)

Initial 1 year contract, with intention to continue subject to income generation and funding

How to apply

Please read the role description and person specification below and let us know how you think your skills and experience will help you carry out this role. You can write us a letter or send a video, and also attach a CV or statement of your work/volunteer history.

Please also complete the attached equalities monitoring form (which will be kept separate from your application)

Please send all parts of your application to Aisha.Khan@ubele.org. If you have questions about the post please contact Marlene on marlene@organiclea.org.uk or 020 8524 4994.

Closing date for applications: **9am on Monday 13 May**. Interviews to be held on Friday 17 May.

Role description

Main responsibilities:

- Develop and coordinate volunteering programme at Wolves Lane
- Coordinate site use and maintenance
- Carry out monitoring and evaluation for the volunteering programme, and contribute to fundraising for it
- Contribute to development of other activities and events on site to engage diverse communities living or working locally

1. Development and coordination of the volunteering programme

- Ensure all policies and procedures relevant for volunteering are in place, including equalities and safer spaces policies and conflict resolution procedures
- Maintain and develop the range of volunteering opportunities at Wolves Lane, in conjunction with Consortium organisations, growers and existing site volunteers
- Recruit new volunteers and coordinate their placement
- Ensure all volunteers are well supported in roles that contribute meaningfully to the Wolves Lane Consortium's aims, sharing information with colleagues as needed to achieve this
- Ensure adequate induction, role clarity and expectations for volunteers
- Manage communication channels with volunteers, including through regular Volunteer Circle meetings, ensuring there is two-way information-sharing and feedback
- Carry out promotion and publicity for the Wolves Lane volunteer programme
- Contribute to other Wolves Lane communications (photo records, website, social media etc)
- Coordinate volunteers to assist in making the Tuesday volunteer lunch
- Lead the planning and organisation of seasonal volunteer celebrations

2. Site and facilities management

- Identify site maintenance works needed and coordinate with volunteers or organise appropriate contractors for the works to be carried out
- Ensure Health & Safety, Hygiene, and Risk assessments are up to date in areas being used – including fire alarm testing and fire drills
- Coordinate the development of a long-term site maintenance schedule and budget, in conjunction with volunteers and Consortium members, including glasshouse maintenance, tree and bush management, refuse management
- Act as a point of contact for long-term site members to report resource management and maintenance issues, and for matters such as meter readings for utilities

3. Fundraising and monitoring and evaluation of the volunteering programme

- Work with the Consortium to develop funding applications for the volunteering programme
- Develop and carry out monitoring and evaluation procedures for the volunteer programme, including measurement of social impact and measures required by specific funders
- Support the completion of grant monitoring reports to existing funders
- Invite and record feedback from volunteers on their experiences and Wolves Lane in general
- Develop partner relationships that can support the programme through joint fundraising or contracts

4. Development of other activities and events on site

- In conjunction with Consortium members and others, identify and develop opportunities for new activities and projects that increase the use of the Wolves Lane site, in line with agreed aims and values. These might include volunteering schemes for particular target groups, educational activities, site hires, community partnerships etc

Other responsibilities

- Participate in Consortium meetings, providing updates on volunteer activity and programme development, and contributing to overall strategic planning for Wolves Lane
- Manage budgets associated with volunteering and site management

Person specification

The successful candidate will have the following knowledge, skills and experience:

- Experience of coordinating volunteers; including developing policies, developing associated work programmes and opportunities that ensure needs and aspirations are taken into account.
- Fundraising experience
- Experience of delivering funded projects (including monitoring and reporting)
- Experience of developing partnerships
- Experience of working with vulnerable adults
- Practical experience of the community food sector
- Project management experience

Skills and abilities:

- Ability to set strategic goals and turn these into plans
- Ability to enthuse and educate volunteers, giving a clear vision, involving them in decisions affecting their work and treating them fairly.
- Ability to convey information clearly, appropriately, accurately and persuasively through speech and/or in writing
- Strong organisational skills and ability to prioritise work
- Ability to think creatively and spot opportunities and realise them
- Ability to work under own initiative and as part of a team
- Computer literacy

Commitment:

- Commitment and understanding to the role that volunteering can play as part of community empowerment within diverse urban communities
- Willingness to work outdoors throughout the year and to encourage others to do the same.
- Commitment to working collaboratively within a consortium of different partner organisations, including participation in governance meetings which may take place outside normal working hours