



Elan Links: People, Nature & Water Landscape Partnership

Elan Links Volunteer Engagement Coordinator

Salary: 19k – 24k per annum (Pro rata)

We're looking for someone with a passion for working with people and volunteering to develop the Elan Links: People, Nature & Water Landscape Partnership Scheme volunteering opportunities. The post holder will work alongside the Elan Links: People, Nature & Water staff team and be based at the Elan Links Offices in Elan Village, Elan Valley.

Closing Date: 11th of February at 12pm

Location: Elan Links Offices, Elan Village, Elan Valley

Contract: (15 hrs per week) 1 year fixed term in the first instance

ABOUT ELAN LINKS:

The Elan Links: People, Nature & Water Landscape Partnership has a clear vision “to safeguard the unique and varied heritage of Elan while significantly enhancing outcomes for people and communities for the long term”.

The Elan Links: People, Nature & Water Landscape Partnership has secured funding from Heritage Lottery Fund to deliver an exciting programme of 26 projects under 11 strategic objectives which will deliver the above vision.

Elan is located in the Cambrian Mountains in Mid Wales. The project is taking place in a unique landscape combining remote hill land, isolated farmsteads, steep-sided wooded valleys and the extraordinary feat of Victorian engineering that brought clean water to Birmingham.

If you have a love of landscapes, wildlife, and history, and you are passionate about helping local people get more involved in championing and caring for special places, then we are looking for people who have the enthusiasm, commitment and understanding of this important landscape for both people and wildlife.

Based at the heart of the Elan Links Landscape, you will be part of a dynamic team, ensuring a lasting legacy for generations to come. We are looking for a pro-active, ‘can do’ attitude and passion for engaging and empowering a wide variety of beneficiaries, partners and stakeholders in our special landscape.

In return, we offer a friendly and flexible working environment, great opportunities for professional development and the chance to make a positive difference for people and communities across the Elan Links Landscape area.

JOB DESCRIPTION:

Job Title:	Elan Links Volunteer Engagement Coordinator
Accountable to:	Elan Links Scheme Manager
Contract	15 hours per week on a salary scale of £19,000 to £24,000 1 year fixed term contract in the first instance

Job Purpose:

To support the development and implementation the wider volunteering opportunities within Elan Links Landscape Partnership Scheme, namely:

Natural Heritage volunteering targets within projects 1a – 3e and the Cultural Heritage volunteering targets within project 6a.

Main Responsibilities:

1. Co-ordinate the development of the wider volunteering opportunities within Elan Links: People, Nature & Water Landscape Partnership Scheme and its partners to include the following:

1.1 Coordinate a specific number of volunteering opportunities to meet with the targets within projects 1a-3e and 6a

1.2 Develop and manage a volunteering opportunities calendar and publicise

1.3 Promote volunteering opportunities by engaging with different audiences within the wider community

1.4 Ensure that all volunteers are correctly recruited and inducted as per Elan Links volunteering policy

1.5 Ensure that appropriate volunteering opportunities are developed as per Elan Links volunteering strategy

1.6 Collect information on the amount of volunteering for project monitoring and evaluation purposes

Other responsibilities:

Your main focus will be enabling the creation of an archive of materials relating to the Elan Valley. In order to achieve this you will be required to interact with other staff within partner organisations and where appropriate:

2. Participate in the work of cross-cutting project/area teams

2.1 Join those project or area teams deemed necessary by the Partnership Manager.

2.2 Use your specialist skills and experience alongside other colleagues to ensure the integrated delivery of the strategic priorities within the Elan Links Scheme.

2.3 Work with your Line Managers to balance your workload in order to best focus your time on delivering the Elan Links Scheme.

3. General Responsibilities

3.1 Record your activities and progress.

3.2 Attend Team Meetings.

3.3 Promote the work, mission and vision of the Elan Links Scheme recognising and acknowledging the role of the partnership at all appropriate time



LOTTERY FUNDED

- 3.4 Use every opportunity commensurate with other duties to contribute to the Partnership's communications, and support its marketing, fundraising and engagement of people
- 3.5 Ensure a high level of customer service in all dealings with the public
- 3.6 Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Partnership
- 3.7 Work within all the policies and procedures of the key Partnership organisations ensuring own compliance with health and safety policies and procedures and that of any staff and resources for which you are responsible
- 3.8 Comply with all legal and contractual obligations concerning the responsibilities of your post
- 3.9 Supervise and support volunteers as appropriate to your role
- 3.10 Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager or Chair of the Partnership

PERSON SPECIFICATION

Job Title: Elan Links Volunteer Engagement Coordinator

The specifications below are indicated as being essential or desirable for this post:

Qualifications	Essential	Desirable
Relevant degree or higher education qualification		X
Full driving license, preferably clean, and access to a vehicle	X	
Knowledge and understanding		
Sound understanding of working with volunteers and best practice	X	
Understanding of the value of volunteering	X	
Understanding of health and safety relating to volunteers	X	X
Understanding of current Elan Links area natural, cultural and built heritage and landscape issues		X
Knowledge of the key organisations involved in conserving the Elan Links area and wider heritage aspects		X
Recent and relevant experience of:		
Working with volunteers	X	
Organising volunteering activity	X	
Working with / coordinating a range of organisations		X
Organising and prioritising a competing workload	X	
Working with harder to reach groups		X
Skills: the post holder will need:		
Excellent project management skills		X
Excellent written and verbal communication skills	X	
Excellent Welsh written and verbal communication skills		X
A wide range of IT skills including word-processing and spreadsheets and databases	X	
Personal qualities		
A commitment to landscape and heritage conservation	X	
Able to work co-operatively as part of a team	X	
Able to work effectively under pressure	X	
Self-motivation	X	
Able to motivate others	X	

JOB CONTEXT

Job Title: Elan Links Volunteer Engagement Coordinator

This is a part time (15 hours per week) post for a fixed term of one year in the first instance. It is funded by the Elan Links Scheme with contributions from the HLF Landscape Partnership Fund, Elan Valley Trust, Dŵr Cymru Welsh Water and others. You will be line managed by the Elan Links Scheme Manager in the first instance, but may be accountable to other members of the team terms of workload and outputs under a solid line / dotted line management system.

The role during this period is to develop and manage the wider volunteering opportunities to be offered within the scheme, particularly those relating to natural heritage and cultural heritage. It will involve working closely with the Elan Links Natural Heritage Officer and the Elan Links Cultural Heritage Officer, a number of individuals and organisations in the Elan Valley locality, staff from all partner organisations, particularly EVT, DCWW, Tir Coed and CARAD, community groups and the public.

The office location is the Elan Estates Office in the Elan Valley. Some evening and weekend working may be necessary. Travel within the Elan Valley area is required; including to a range of sites across the Elan

Valley Estate many of which are across difficult terrain and only accessible on foot. Regular travel further afield to the target communities of the Birmingham area will also be required. The post holder needs to provide suitable transport for which appropriate expenses are reimbursed. Staff are expected to work harmoniously with each other and with volunteers and to provide appropriate assistance and advice to other staff and volunteers when desirable for the effective undertaking of their respective responsibilities. A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is necessary in order to maintain project and organisational effectiveness.

Through their jobs all staff have a responsibility for achieving the Scheme objectives and for maintaining the good reputation of Scheme partner organisations by showing high levels of integrity, honesty, and responsibility.

APPLICATION & INTERVIEW PROCESS:

Your application form must reach the Elan Links Cultural Heritage Officer via email or by post by no later than 12pm on Monday the 11th of February.

Please mark for the attention of: Eluned Lewis, Elan Links Scheme Manager, Elan Valley Estate Office, Elan Village, Rhayader, Powys, LD6 5HP; or eluned.lewis@elanvalleytrust.org

Please include the names, addresses (including email addresses, if available) of 2 referees whom we may contact.

Please also provide us with your full name, phone number and postal and/or electronic address in order that we may confirm receipt of your application.

Interview: The Selection Board will normally consist of five interviewers who will question you mainly in connection with your academic and/or work experience and your job-related achievements. The Board's main aim will be to gain an insight into your ability to carry out the post effectively and efficiently. You will be asked to undertake a task / give a short verbal presentation as part of your interview, exact details of which will be confirmed. The successful candidate will be offered the post, subject to satisfactory references and will also be asked to provide:

- Confirmation of the Right to Work (UK Passport or Work Visa).

They will then be expected to take up the post as soon as possible thereafter.

Equal Opportunities: We are committed to equal opportunities and welcome applications from all age groups and sections of the Community. Subject to the law, no applicant for a staff appointment or member of staff will be treated less favourably than another. Employment with the Elan Valley Trust and progression within employment will be determined only by personal merit and the ability to complete the job. We do this by applying criteria which are related to the duties and conditions of each particular post and the needs of the institution concerned.

We will consider applications for employment on a part-time, job-share, or other flexible working basis, even where a position is advertised as full-time, unless there are operational or other objective reasons why it is not possible to do so.

As this post will involve contact with a mixture of people, any candidate provisionally offered the position will be asked to complete a Standard Disclosure and Barring Service check.

Main conditions of employment

Job title:	Elan Links Volunteer Engagement Officer
Employment start date:	To be confirmed, as soon as is possible
Place of work:	Elan Links Offices, Elan Village, Rhayader, Powys, LD6 5HP.
Salary:	Pro rata based on a full time annual salary of £20,000-24,000 per annum
Pension:	The Officer is entitled to join the Elan Valley Trust pension scheme (minimum contribution 2% of salary) and will receive up to 5% employer's contribution.
Probationary period:	This post is subject to a six month probationary period.
Duration:	One year Fixed term contract.
Hours:	Part time 15 hours per week (0.4 FTE) , but working hours will be flexible and will include some evening and weekend work. Time off in lieu will be allowed for overtime worked.
Annual leave	The annual leave entitlement is 11 days per annum (pro rata for part time) including statutory public holidays.
Use of vehicle	Costs of own vehicle use may be claimed at the prevailing EVT mileage rate.
Closing date:	The closing date for electronic receipt of completed applications for this position is Monday 11th of February at 12pm
Interview date:	Interviews will be held on Tuesday the 19 th of February at the Elan Links Offices