



## Lead Volunteer Role Description

### **Main purpose of the role**

To organise and lead a range of volunteer activities in support of FoHC's aims.

Lead Volunteers take on responsibility for co-ordinating specific activities or projects for FoHC, liaising with other committee members and external partners, as appropriate, recruiting and supporting volunteers and ensuring that activities are delivered effectively, safely and enjoyably for those participating.

All FoHCs work aims to support improvements to Horfield Common for the benefit of all local residents and wider park users.

Specific current projects include:

- Developing and co-ordinating practical work-party sessions to support delivery of the Horfield Common Wildlife Plan
- Further developing the Horfield Common Edible Garden to support increased skills development and locally grown produce for use in the Café on the Common
- Planning and delivering events which could include an annual Wildlife focused Day, Annual Summer Event (Horfileld Common Dog Show), Carols on the Common.

Volunteers do not need any specific background training or previous experience but do need enthusiasm for organising and leading sessions, and be fully committed to equalities and enabling access for all.

### **Role Responsibilities**

- Co-ordinate specific project and manage the on-going activities to include liaising with volunteers and other stakeholders (including the local authority) to identify opportunities to run sessions and contacting
- Whilst volunteering yourself, support and supervise participants volunteering to support activities during sessions
- Co-ordinate volunteers
  - Ensure that there is an adequate number of volunteers for each activity/session and lead the recruitment process
  - Support and supervise volunteers and provide an induction to new volunteers
  - Ensure that all volunteers are aware of FoHCs policies and procedures and have received appropriate training to be able to participate in activities safely
  - Ensure that all volunteers are aware of the roles and locations they will be volunteering in

- Maintain regular communication with all volunteers, fellow Project Leaders, committee members and work collegiately with all
- Be responsible, along with the other volunteers for the safety and welfare of participants whilst attending/leading volunteer work party sessions and ensure that volunteers follow any instructions set out
- Work with other volunteers and committee members to develop fundraising plans for projects
- Manage the project budget, if appropriate
- Complete all necessary paperwork and provide updates to the committee at meetings
- Follow all FoHC policies and procedures
- Inform the Chair & Vice-Chair immediately of any problems, concerns or incidents regarding the project, and work with them to resolve any issues

### **Person Specification**

- To be enthusiastic and committed to achieving the aims and objectives of FoHC and of the project you are leading
- To be able to encourage others, sharing your enthusiasm and supporting a team to achieve
- To be able to communicate well
- To be reliable, organised and committed to attending and leading project sessions

### **What you can expect from FoHC**

- Advice, support and access to training
- Clear policies and procedures that govern your voluntary work
- The opportunity to take an active role in FoHC
- To be valued for the work that you do
- Reimbursement for out of pocket expenses (by prior arrangement)

### **Training is Available**

- Project Leader Training
- Health and Safety Training
- Risk Assessment Training
- Safeguarding Training
- First Aid

**Time Commitment:** The role of individual project lead volunteers will vary depending on the activity, but this role will require an estimated minimum commitment of: 8 hours per month, to be worked flexibly, plus 2 hours to attend the regular monthly committee meeting. When specific activities are in progress this time commitment may increase, by agreement.