

Designation:	Volunteer Team Leader
Grade:	Stroud 4
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	Lead a team of volunteers across a range of CCC projects
Responsible to:	Community Engagement Manager
Responsible for:	Volunteer workers and work experience staff

KEY DUTIES

- Design and delivery of a range of volunteering projects, events and activities
- Work with a range of partners supported by the Community Engagement Manager and Volunteer Development Coordinator
- Support with the recruitment, selection, induction and training of volunteers working with the Volunteer Development Coordinator
- Responsible for Risk Assessments and Health & Safety
- Develop and maintain a series of reports to evaluate the effectiveness, benefits and value of volunteering activities
- Manage and maintain equipment and PPE required for volunteering activities
- Collect equipment and materials required for volunteering activities which includes driving assigned vehicle

SKILLS AND KNOWLEDGE

- Practical experience as a Volunteer with a good understanding of policies, procedures and process
- Leadership and teamwork
- Practical experience in Health Safety
- Experience of community engagement & relationship management.
- Good interpersonal skills including diplomacy, listening & problem-solving skills.
- Practical outdoors work experience
- Ability to work well under pressure
- Valid UK driving licence

COMPLEXITY AND CREATIVITY

- Responds to problems that may occur within the volunteering framework
- Practical problem solver

JUDGEMENT AND DECISIONS

Must be able to work with individuals in a fair and consistent way, embracing inclusivity and diversity

CONTACTS

- Volunteer Managers across a range of partner organisations
- CCC Community Engagement Team

RESOURCES

Tools and equipment as supplied

TRAVEL DESIGNATION

HMRC rates will apply

GENERAL

- Must be able to work with outside normal office hours, including weekends when required
- Must be able to work along the canal on events and activities (from Brimscombe Port to Saul Junction)

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.