

Volunteer Coordinator Role Description:

The purpose of a Volunteer coordinator is to ensure that the Volunteers that Living River run are being delivered in an efficient and effective manner, by engaging with existing volunteers and generating new recruits. The Volunteer Coordinator should ensure that all projects have adequate and appropriate planning to ensure successful delivery.

Duties of a Volunteer Coordinator are to:

- Provide administrative support to project leads, founders and board members by scheduling meetings, maintaining relevant documentation and tracking project progress
- Ensure supervision and management of the delivery of Living River projects, by communicating progress between the founders and relevant volunteer teams
- Ensure effective communication between the volunteers, project coordinators and funders on topics related to issues, goals and deadlines of projects.
- Ensure that resources are allocated and available to deliver the project. Resources include personnel, equipment and training are all delivered in a timely manner to ensure successful project delivery.
- Ensure schedules and timelines are adhered to, and regular reports are issued to project managers and board members.
- Coordinate and collaborate on the production and publication of Living Rivers monthly volunteer newsletter. Newsletter content should be relevant to Living Rivers vision, missions, values and increase volunteer interest and participation

We are looking for individuals who have a strong empathy with our vision of:

- Estuaries are clean and healthy,
- Species are protected and understood
- communities can engage and access their local estuarine environment.

The roles are not accompanied by any financial remuneration, although expenses for activities related to duties may be claimed. However, the role offers practical experience to help build career experiences and important networking opportunities within the sector.

Location – Home based, Kent – face to face engagement in North Kent.

Time commitment – Flexibly adjusted hours requiring regular monitoring of emails and engagement with volunteers. Scheduling and planning events/promotion/volunteer calls. Leading a collaborating the publishing of the newsletter and connect with other marketing via social media. Helping attend events to represent the foundation and recruiting more volunteers to deliver clean ups, surveys and events.

Experience:**Essential**

- Demonstrable experience of resources and project management
- Experience writing public facing and engaging materials
- Experience working with or volunteering for ecological, conservation or sustainable organisations
- Experience prioritising tasks and actioning accordingly
- Managing and organising personal workload

Desirable

- Demonstrable experience coordinating volunteer projects of a conservation nature
- Experience translating scientific and environmental data into engaging public facing materials
- Experience working remote and self-motivating to meet deadlines
- Ability to produce progress reports and trackers to demonstrate to the board, projects are achieving their goals

Knowledge, skills and understanding:**Essential**

- Excellent organisational skills and experience managing simultaneous projects, teams and deadlines
- Effective and efficient prioritisation skills
- Ability to communicate efficiently and effectively
- Ability to use multiple different software tools to track and manage projects, as well as communicate with project managers, board members and volunteers
- Ability to work independently and within teams
- Commitment to the organisation and willingness to help the foundation achieve its mission
- IT skills (Microsoft Office)

Desirable

- Understanding of and/or interest in issues facing our rivers, coasts and marine environment
- Understanding of organisation and steps related to citizen science projects in marine and aquatic environments
- Interest to contribute to growing the organisation so it can better achieve its goals and create a positive impact