



Surrey Hills Conservation Volunteer Coordinator

Job Description

The Role

A two-year employment contract with the Surrey Hills Society (reviewed after a probationary period of 3 months) to advise and support the coordination of volunteers to take practical action that improves biodiversity and access across the Surrey Hills Area of Outstanding Natural Beauty (SHAONB).

Key areas of work:

- To coordinate with local charities and other community groups with a view to identifying opportunities for working with SHAONB, SWT, parishes, landowners and others to facilitate voluntary conservation activity in the Surrey Hills including the preservation and development of Greenways and other access projects.
- To provide advice and support to parish councils and community groups in the SHAONB to take practical action to design, implement and ensure the long-term care of projects through engagement with SHAONB, Surrey Wildlife Trust (SWT) and the Surrey Association of Local Councils (SALC).
- To lead and support the steering group in the coordination of programmes with partners, effective communications and fundraising with the Surrey Hills family and partners.

Key Responsibilities	Core Skills and Knowledge
<p align="center">Operational:</p>	<p align="center">Essential:</p>
<p>You will report to the Surrey Hills Society Chairman, but with close day to day liaison with SHAONB Board Director and the Chief Executive of SWT. A Steering Committee will be established consisting of the Surrey Hills Society Chairman and Finance Director, Surrey Hills AONB Board Director, and Surrey Wildlife Trust Chief Executive to ensure that there is stakeholder cooperation.</p>	<p>A background in delivering outcomes through a collaborative approach with volunteer organisations and a knowledge of managing and a passion for the environment and the countryside</p>

You will assist in developing a strategic approach to access landscape and biodiversity projects to be supported across the Surrey Hills and working closely with other stakeholders e.g. Surrey Hills Enterprises, National Trust, SALC and farm clusters.	Ability to assess community projects and to ensure that they are effectively managed and sustainable for the long term.
Ability to compile and manage a budget, which ensures cost effectiveness of all projects.	Excellent communication skills.
Oversee the recruitment, induction and support of Volunteers ensuring they receive a valuable experience. This will include working with volunteers in the local community but also liaising with groups in Surrey that are likely to be a source of potential conservation working parties e.g. Local authorities, Surrey Choices, HALOW, Surrey Youth Groups, Surrey Heartlands (Green prescribing) etc.	Building effective relationships.
Furthering the Society's vision of making the Surrey Hills open to all including hard to reach and BAME communities, whilst ensuring public awareness of the Countryside Code.	Fundraising including ability to make presentations to Parish meetings and other community groups.
Assess proposed community projects and make recommendations to the Steering Committee as to financial and ecological viability and possible sources of grant funding over and above grants from Surrey Hills Society and Surrey Hills Trust Fund.	Delivering results.
Assist with the co-ordination of local projects including the Surrey Hills Champions Programme, engaging with the local community and land managers and where appropriate developing the potential for affiliation with TCV.	Working effectively as One Team.
Carry out risk and benefit assessments in relation to people and working environments.	Valuing diversity and integrity.
Maintain and service resources, including tools and project materials and PPE.	Ability to Inspire and motivate customers and volunteers.
Effectively monitor the success of local projects by keeping records, conducting research and analysing statistics, producing regular progress reports.	Clean UK driving licence.
Uploading relevant articles about sustainable practices to Surrey Hills AONB Wiki site.	Desirable:
Develop case studies in relation to projects and assisting with media relations in conjunction with AONB Communications Officer.	Background of working with disadvantaged groups in the countryside. Knowledge of local area and local communities.
Contribute to local and national initiatives as required, managing local implementation, and achieving agreed outputs.	
Assist in generating income, by planning and researching new opportunities locally.	
Help raise awareness of the Surrey Hills and the role of the Surrey Hills Society and the Surrey Hills Trust Fund.	
Attend and support Surrey Hills fundraising events including presentations to local communities	

Person Specification	Size and Scope
Level 3 NVQ or equivalent qualification	To develop and support local community groups and parish councils in relation to community greenspaces.
Ability to lead and manage individuals and groups.	To deliver an outreach/training programme with local agencies such as Surrey Choices Growth Team.
Skilled at planning and implementing practical projects and events.	To deliver countryside conservation tasks and training as necessary linking with a range of agencies including local business volunteers, mountain bike trail users etc.
Ability to recruit, induct and manage volunteers.	Based at SHAONB, Box Hill and SWT, Pirbright with travel across the Surrey Hills AONB area in own vehicle with travel expenses reimbursed.
Work in Partnership with other organisations, and community groups.	30 hours (flexible) per week with some out of hours working (Parish meetings will often be in the evening and conservation projects may be undertaken at weekends).
Knowledge of fundraising.	
Good presentation skills.	
Regulatory Requirements	Behaviours
Adherence to Surrey Hills Society, Surrey Hills AONB and Surrey Wildlife Trust policies and procedures, including Health and Safety.	A passion for working with people and making a real difference to the conservation and enhancement of our natural environment.
Enhanced Criminal Record Check and Self Disclosure.	Relentless focus on delivering Surrey Hills Society goals for our beneficiaries, volunteers, customers and ourselves and promoting the Surrey Hills AONB in accordance with its Management Plan.
Full UK Driving Licence (minibus certificate ideal).	Proudly working as One Team, treating each other as we would like to be treated.
Valid First Aid at Work certificate.	
Your own public liability insurance.	