**Open Gardens Coordinator**

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| *Main Tasks* |
| With regard to the Cheshire open garden Scheme; work closely with other coordinators and lead CWT officer to:   * **Research** and identify gardens suitable to include in the Open Garden scheme * **Actively follow up leads, assess suitability and report back** * **Confirm or decline garden inclusion in the programme** in agreement with other co-ordinators * **Report to and take part in meetings** with the lead CWT officer as required * **Plan and agree the yearly programme** for the Open Garden and **review the previous year**   Take a lead role to coordinate a specific number of open garden days:   * **Visit and agreed gardens** and together with the owners plan the delivery of the day, including coordination of volunteers and marketing and publicity information. (Cheshire wildlife trust communications team will provide flyers and leaflets, as well as other marketing support) * **Engage and support Garden owners** in the planning and delivery of Open Garden days * **Motivate, support and lead the volunteer team** in the delivery of Open garden days * **Plan and co-ordinate the delivery of the day** which includes ensuring all equipment, signage and refreshments (as required) are collected, taken on site, set up, cleared up and returned to the Office, together with cash boxes. |

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| *Volunteer specification* |
| * Enthusiastic, positive and professional at all times * Ability to work effectively as part of a team and when required motivate and lead the volunteer team * Excellent communication skills and the ability to engage and form strong working relationships with garden owners and volunteers * Solution focused * Soluntion SHighly organised and able to pay close attention to detail * Excellent written and verbal communication is a must * Working knowledge of Microsoft Office * Ability to work independently * Have an interest in wildlife, gardens and the environment * Own car, clean driving licence and ability to transport equipment on the Open Garden days is essential * Be in reasonably good health as the role requires some lifting and long days “on your feet” |

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| *Recruitment & selection* |
| Potential volunteers will be asked to complete a registration form  Volunteers will then be asked to come to an informal interview, where they will meet the key staff involved in the scheme and have the opportunity to find out more about the trust  They will be sent a welcome email and induction pack  Induction and training sessions will be given before starting the role |

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| *Key facts* |
| * This role allows you to combine working with people and working for nature * You do not need to have any previous experience just a willingness to have go * We hope that you can volunteer with us for at least one year. This would allow you to see the whole event through, from planning to implementation and evaluation. |

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| *Training* |
| Full in house training will be given. We can also support you in further external training as part of your personal development in the role i.e. Safeguarding or first aid courses. |

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| *Support/supervision* |
| Each volunteer will be given a main coordinator contact. Reviews will take place on a 6 monthly basis to offer any support for the role. The CWT safeguarding officers are also available for any support needs during the role.  If you would like further reviews or support please talk to your coordinator directly or contact the volunteering office on 01948 820728. |

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| *Expenses* |
| Given the nature of this volunteering role we will cover fuel costs, this will be discussed further at induction. Please contact the volunteering office for more information 01948 820 728. |

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| *Important policies to read for this role* |
| [Safeguarding vulnerable adult policy](#Vulnerableadults)  [Safeguarding children policy](#Childprotection)  [Data Protection policy](#DataProtection)  [Equality and Diversity statement](#Equality)  [Health and safety policy](#Healthandsafety)  [Disciplinary and complaints procedures](#complaints) |