

APPIN COMMUNITY DEVELOPMENT TRUST

JOB DESCRIPTION

JOB TITLE: Volunteer Team Leader, Appin Rainforest Regeneration Project

REPORTING TO: ACDT Board through the Project Manager

OVERALL PURPOSE OF JOB AND MAIN DUTIES

The Volunteer Team Leader will lead the way in developing and delivering a volunteer programme as part of the Appin Rainforest Regeneration Project. Working alongside the Project Manager and Squad Team Leader the postholder will have lead responsibility for the recruitment, training and management of a volunteer team to help deliver an initial programme of volunteer activities that support delivery of the project and generate a wide range of community benefits.

It is envisaged that the role will become embedded for the long term as part of the planned delivery of the Appin Rainforest Regeneration Project and fundraising is in progress to secure this.

We are seeking a Volunteer Team Leader who is a confident communicator, able to engage effectively with the community both in person and online. The Volunteer Team Leader will enjoy motivating and inspiring others to achieve shared goals and be confident leading work parties. The aim is to ensure that every volunteer feels valued and supported.

The role will involve a wide range of activities including: development and delivery of an ARRP Volunteering Strategy and action plan; providing the central point of contact for volunteers; design and delivery of inclusive recruitment campaigns and training programmes; implementation of health and safety procedures; driving volunteer recognition and retention; maintaining records and producing reports.

Training will be provided including certificated training appropriate to the role.

REPORTING The Volunteer Team Leader will report directly to the Project Manager
Progress will be reported to the Board during Board Meetings.

KEY LINKS ARRP Project Manager
ARRP Squad Team Leader
ARRP Volunteers

OTHER CONTACTS ACDT Board Members
ARRP Squad Members
ARRP funders
Appin residents, groups, organisations and businesses
Alliance for Scotland's Rainforest partners

LOCATION	The Volunteer Team Leader will be based at home and will work across the Appin area
REMUNERATION	ACDT can offer either an employed or self-employed contract: Employed salary £490 per week Self-employed rate £290 per day
HOURS OF WORK	Remuneration based on time input of 2 days a week. Occasional evening/weekend work will be required to cover events.
CONTRACT PERIOD	The post has funding confirmed for the period October 2025 to end March 2026. Funding applications are currently in progress to continue the project work until end March 2028
NOTICE PERIOD	Four weeks by either party
EQUIPMENT	The Volunteer Team Leader will be working outside in all weather conditions and therefore will need to have appropriate clothing and footwear. All specialist equipment and clothing will be provided.
PERSON SPECIFICATION	
<u>Essential</u>	Strong organisational skills Skills and experience in project planning and delivery Experience in recruiting, training, and supporting volunteers Good and confident communicator Interest in woodland / countryside management Ability to work effectively as part of a team Skills and experience in gathering feedback and reporting Flexible and motivated Driving licence Proficiency in Microsoft Office and IT literacy PVG Scheme member for vulnerable adults and children to be completed upon appointment
<u>Desirable</u>	Knowledge of volunteer recruitment practices and volunteer management systems Track record of delivering volunteer projects to deadlines Experience working in the charity sector, with an understanding of volunteer leadership, recruitment, and retention challenges Knowledge of relevant legislation, including data protection

Relevant LANTRA (or similar accredited bodies) training certificates (for example chainsaw, chipper, brushcutter)

REFERENCES

Two references will be required