



APPIN FOREST SERVICES CIC

JOB DESCRIPTION

JOB TITLE: Volunteer Team Leader
Appin Rainforest Regeneration Project

REPORTING TO: AFS Board through the ARRP Project Manager

OVERALL PURPOSE OF JOB AND MAIN DUTIES

The Volunteer Team Leader will have a key role in delivery of the Appin Rainforest Regeneration Project (ARRP). Working alongside the Project Manager, Squad Team Leader, Communications Officer and Community & Development Support Officer the postholder will have lead responsibility for the recruitment, training and management of the volunteer team to help deliver a volunteering programme over the period of the project; including rhododendron and other native species monitoring and eradication, and habitat assessment surveying.

The volunteer team has been established during an initial phase of the project with further development of the team expected in the next phase of work. The volunteer activities will support practical delivery of the ARRP project and also 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 development and delivery of the Appin Rainforest Regeneration Project by Appin Forest Services CIC.

The Volunteer Team Leader must be a confident communicator, able to engage effectively with the community both in person and online. They 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 ARRP Project Manager

Progress will be reported to the Board on a regular basis

KEY LINKS ARRP Project Manager
ARRP Volunteers
ARRP Squad Team Leader
ARRP Community & Development Support Officer
ARRP Communications Officer





OTHER CONTACTS	AFS 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	Employed salary £38,000 p.a. (pro rata) plus 3% pension contribution
HOURS OF WORK	2 days a week (14 hours) Occasional evening/weekend work will be required
CONTRACT PERIOD	The post has funding confirmed for the period April 2026 – March 2028. Funding will continue to be sought to continue the project beyond this date.
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

Essential

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 / nature restoration
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

Desirable

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)
Outdoor Emergency First Aid Training

REFERENCES

For an external appointment two references will be required