

JOB DESCRIPTION

Job title: Volunteer Development Officer
Directorate: Countryside Policy and Management
Grade: 4

JOB CONTEXT / DIMENSIONS/ RELATIONSHIPS:

Reports to: Learning, outreach and volunteering lead
Manages: None
Liaison with: All stakeholders internal and external.

JOB PURPOSE:

- Work with and support and develop the South Downs Volunteer Ranger Service (VRS).
- Develop, implement and maintain a strong volunteering network and partnership across the National Park.
- Identify best practice in the development of volunteering across other UK National Parks, AONBs and similar areas, and ensure the implementation of improved services for SDNPA

KEY ACCOUNTABILITIES:

- Provide an oversight and support to enable a cohesive South Downs Volunteer Ranger Service
- Integrate the SDNPA service as a cornerstone of the wider volunteering developed with key partners across the National Park.
- Create and maintain a park-wide evidence base on volunteering activities to inform, design and develop future developments of the service
- Develop and enhance contacts with the key providers of opportunities for volunteering and establish a volunteering partnership for the National Park
- Work with the volunteering partnership to identify, procure and implement mechanisms to enable effective brokering between partners and exiting or potential volunteers
- Identify best practice in the development of volunteering across other UK National Parks, AONBs and similar areas, and ensure the implement improved systems as appropriate.
- Maintain and disseminate up-to-date knowledge of relevant legislation and government advice in relation to volunteering.
- Other duties requested by the SDNPA in line with the grading of this post.

CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection Act
- Freedom of Information Act
- Officers Code of Conduct

- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role