



Powys Co-ordinator: Elan Links Volunteer and Training

22-25K pro rata

37.5 h/w, 5 year Fixed Term Contract

Based Elan Valley, Rhayader (3 days / wk) & Tir Coed office, Aberystwyth (2 days / wk)

Draft job description

- 1) To develop and implement a fully inclusive volunteering and training programme for the Elan Links Landscape Partnership Scheme, with particular regard to:
 - a 10a: Investing in Elan;
 - b 10b: Enabling and Empowering Elan;
 - c 10c: Experience Elan; and
 - d Overseeing the deliverance of the Friend of Elan Volunteer Strategy
- 2) To co-ordinate training courses, bespoke activity days, Birmingham Outreach activities, and progression training activities across sites in the Elan Valley, principally based in the woodlands around the valley.
- 3) To liaise with Elan Valley Trust, Dŵr Cymru, Natural Resources Wales, and other professionals involved in the Elan Links project to ensure that project activities are improving the Elan Valley site whilst offering a suite of interesting training and well-being experiences.
- 4) To build on the Powys network of referral agencies and partners.
- 5) To organise and build on the Birmingham network of partners to deliver the Experience Elan project.
- 6) To work closely with the direct employees of Elan Links to ensure joined up delivery, functioning as part of the wider Elan Links team.
- 7) To deliver support and expertise on working with volunteers and engaging volunteers in activities to the whole suite of Elan Links projects, including ensuring delivery of the Elan Links volunteer programme alongside the Elan Links Partnership Manager.
- 8) To manage a budget for the county and, if agreed with the Elan Links Partnership Manager, seek local funding opportunities applicable to the sites.
- 9) Ensure all Tir Coed and Elan Links policies and procedures are being adhered to during LEAF activities.

- 10) To write a report on each site activity to feed into quarterly reports collated by the Administration Officer for project funders, the Elan Links Partnership Board, and the Tir Coed Board of Trustees, as well as attending bi-monthly team meetings.
- 11) To line manage the Powys Mentor and proactively coordinate activities with the Mentor, supporting and assisting with information as required.

KEY WORK AREAS:

Work in partnership with landowners and tutors to:

- Obtain the necessary planning permissions / forestry consents
- Ensure planned training courses are in line with the site management plan and are suitable for the time of year, level of training, and participant skill level.
- Safeguard the health, safety and wellbeing of participants, tutors and any others using the site at all times.

Work in partnership with local organisations, community groups and councils to:

- Deliver the works agreed for each site
- Carry out consultation/monitoring activities
- Liaise with referral organisations
- Organise and manage Bespoke Activity Sessions
- Organise and manage training courses
- Recruit volunteers onto the project

Work in partnership with the Mentor, Accreditation Manager, referral organisations and Tutors to:

- Promote the projects to participants
- Register and induct volunteers onto the Project;
- Contract and coordinate Activity Leaders and Support Workers;
- Administer the purchase of tools & equipment;
- Meet with Volunteers, Mentor, Tutors and the Accreditation Manager on a quarterly basis to monitor the progress towards meeting **Elan Links** targets;
- Support the Mentor in reaching their targets, through regularly meeting and discussing progress and identifying barriers to their part of the delivery;
- To identify any barriers to the successful delivery of the project, and to agree on any remedial and improvement actions that are necessary.



The jobholder will liaise with the Accreditation Manager and Support Workers on a regular basis and visit activities, as and when necessary, to manage the successful implementation of the Project.

- Supply information for the Tir Coed Finance Manager to undertake financial monitoring
- Oversee and manage the financial monitoring of the Project Sites
- Write a report after each activity
- Complete timesheets, travel claims, and other reports as required in a timely manner
- Attend Elan Links Team meetings
- Attend Tir Coed Team meetings in Aberystwyth
- Oversee the monitoring of the Project and Participants, ensuring that the Outputs and Outcomes agreed with each funder are being met

QUALIFICATIONS AND EXPERIENCE:

The following competencies are

ESSENTIAL:

- The ability to organise and time-manage effectively, meeting deadlines where necessary
- Understanding of woodlands and woodland management, the work involved in sustainable management practices and the social benefits of woodlands
- The ability to work independently and methodically to oversee a range of groups
- The ability to network and work with organisations in the public, private and voluntary sectors.
- Knowledge / understanding or experience of working with disadvantaged individuals or groups OR a strong understanding of possible progression and employment opportunities available in the outdoor sector.
- Excellent IT skills, including experience in the use of Microsoft Word, Outlook, Excel, PowerPoint.
- The ability to produce concise progress reports on a regular basis.

DESIRABLE:

- Line management experience
- The ability to converse fluently and write to a high standard of Welsh
- Experience of monitoring funded programmes
- Experience of coordinating volunteers



SKILLS AND ABILITIES:

The following descriptions set out the level of performance that will be required after a normal learning and training period. The board will be looking for evidence that you have the ability to perform at this level.

Coordination:

The post holder will coordinate all relevant Elan Links activities in Powys and will therefore be liaising with the mentor, participants, tutors and referral organisations in relation to this. The Powys Coordinator will possess the ability not just to work with the Tir Coed team but also to work effectively with external organisations and service providers, to ensure successful referrals to the project, as well as working with the Elan Links participants. It is therefore essential that you can adapt quickly and flexibly to provide appropriate support to a wide range of people and environments.

Communication:

The ability to communicate with a wide range of beneficiaries is vital. You will be expected to communicate with many different people and organisations at various levels. You must be tactful, friendly, approachable and able to deal with participants that may be socially awkward or have behavioural problems. You will also be versed in community consultation and inclusion.

Planning and organising work:

You must be self-motivated, highly organised and have the ability to plan well ahead and work to deadlines. You will be expected to work on several tasks at any one time, including recruiting new referrals, activity leaders and community groups whilst supporting beneficiaries enrolled on projects, carrying out monitoring exercises and promoting the project. You will therefore possess excellent organisational skills and be able to provide regular updates on your work at monthly team meetings.

Other:

You must hold a current driving licence and have your own private transport which is insured for business use, as much of your work will involve visiting site activities, and going to meetings. A passion to support Welsh communities, and improve woodlands for environmental, social and economic purposes is desirable.



ADDITIONAL INFORMATION:

Salary:

The salary is £22K-£25K pro rata and is paid monthly in arrears.

Hours:

This is a full-time post based on 37.5 hours per week. Flexible working may be agreed by arrangement. If attendance on a non-working day is required in addition to normal working hours, time off in lieu may be given. These hours may increase over time.

Annual Leave:

The post holder will have 28 days annual leave a year, including statutory holidays.

Probation Period:

A Probation period of 3 months will apply, ending with a meeting with the Elan Links Project Coordinator, Tir Coed Executive Director and / or Chairman of Trustees to ensure the post-holder is right for the post.

Location:

Location of the post will be between the Elan Valley Office, Tir Coeds' Aberystwyth Office, and around the Elan Valley.

Travel and Subsistence:

Where staff are required to travel by road on official business, outside of travel to normal work locations, there will be provision of a mileage allowance of 40p per mile for the use of a private vehicle.