

A photograph showing a group of young people, likely students, in a room. They are gathered around a table, and many have their hands raised in the air, suggesting an interactive activity or a presentation. The room has a blue wall and a large window in the background.

Volunteer Role

Young Volunteers Scheme Co-ordinator

What does the role involve?

In 2023, we piloted a young volunteers scheme with the Duke of Edinburgh Bronze award and we are now looking for an enthusiastic volunteer to support the launch of our young volunteers offer, to co-ordinate the current young people on the scheme, and help us to develop and grow this in 2024 and beyond.

In this role, key ongoing co-ordinator responsibilities will be:

- Onboarding new young volunteers: running induction sessions, ordering equipment, etc
- Being a point of contact between young volunteers and Earth Trust, inc once a week check-ins
- Checking evidence of volunteering and signing off DofE assessor reports
- **Time required:** 1-2 hours per week

In addition, we are looking for someone who will be able to support the growth phase:

- Liaise with DofE to expand our offer to encompass their Silver and Gold awards
- Review opportunities to align our programme with green careers skills
- Develop the pilot young person's roles, sessions and materials
- Identify opportunities to expand our reach, to new schools, clubs, etc
- With the support of the Volunteer Officer, develop a young person's volunteering plan, in line with the Earth Trust Volunteering Plan
- **Time required:** 1-2 hours per week

What skills and experience do you need?

No previous experience is needed, however the following skills and attributes would be helpful:

- Good communication skills and a friendly approach
- An enthusiasm for volunteering, with a passion for young people's engagement and green skills
- Knowledge of the DofE programme or other young person's volunteering
- Strong organisational skills, a creative problem solver, project management experience
- Computer literate with good MS ppt, excel and word competency

A DBS check is a requirement of this role, we will organise this if you do not have a current certificate.

What support will you receive?

- Briefing on the Duke of Edinburgh Bronze, Silver and Gold schemes, and assessor reporting processes
- Briefing on Earth Trust young volunteer roles, induction and role training process
- Assistance and guidance from the staff team through the project development phase
- Lead staff member to oversee your volunteer experience with Earth Trust

Location

This role can be based at Earth Trust Centre, Little Wittenham, OX14 4QZ, home-based or a combination of the two.

Get in touch

For further information, or if you'd like to arrange an informal chat about the role, please contact our Volunteer Officer, Nicola Williams.

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