

Job Description, Green Volunteering Lead

Location: Linklater Pavilion, Railway Lane, Lewes BN7 2FG with some travel across Lewes District and occasionally to Eastbourne

Responsible to: CEO

Hours: 0.5FTE, 17.5 hours per week

Pay: £28000 pro rata plus pension contributions at 6%

Contract: Fixed term contract until March 2026, with further extension dependent on funding

Other: Travel around the project area (Lewes District) will be necessary. However, this is not an essential car user position and we encourage sustainable travel.



Background to the Railway Land Wildlife Trust

The Railway Land Wildlife Trust (RLWT) was born in 1988 by a community determined to protect the natural space that had evolved from a former railway marshalling yard. In the 1996 the Railway Land was designated a Local Nature Reserve, and during the noughties the charity successfully funded and then built a cutting edge eco building, the Linklater Pavilion, as a focus for community learning and engagement.

More recently RLWT has expanded with a strong team of ecologists, lifelong learning and community engagement practitioners. Our work includes practical conservation and habitat creation, youth engagement, traditional crafting, wildlife discovery, wellbeing in nature walks, school visits, holiday clubs and much more. We aspire to be an exemplar of bold, imaginative and inspirational approaches, disruptive enough to bring about a culture shift in our relationship with nature and how we link human and natural resilience.

We have a small, friendly staff team and a large cohort of volunteers who support all aspects of our work.

For more information about our work, please visit our website www.railwaylandproject.org

Background to the Green Volunteering role

We have an opportunity to strengthen our team with someone who can lead on developing Green Volunteering opportunities and who feels as passionately as we do about the amazing opportunities to support our community and natural spaces to grow and thrive together.

This role brings together common elements in two of the projects we are working on – the [Changing Chalk](#) project and the [Lewes Mosaic](#) project. Both projects have a strong focus on engaging people with the green spaces on their doorsteps, to support their wellbeing and to deepen their knowledge and engagement with local wildlife. Both projects also involve the development of volunteer roles that bring year-round opportunities for people to take part in the ‘green life’ of their neighbourhoods.

The role includes the coordination and delivery of green wellbeing activities, and the development of volunteer roles to support these activities and to diversify the opportunities for involvement. It involves putting in place processes and building networks, and working with individuals to help them find the best ways for them to take part.

As well as being pivotal to the delivery of the Changing Chalk and Lewes Mosaic project, providing green wellbeing activities and diverse volunteering opportunities are central to RLWT's work and future strategy. As such, there is the potential for this role to develop over time, dependent on funding.

Main areas of responsibility

Work in Volunteer Development:

To work with RLWT staff to develop volunteering opportunities; to write clear role descriptions and develop recruitment, induction and support procedures.

To work with Mosaic project partners and other local wildlife groups to support them in developing volunteer roles

To work with other RLWT staff, to devise and deliver training in leading wellbeing walks in nature, and to support volunteers who undertake this role.

To develop and deliver a recruitment campaign for volunteers

To act as the first point of contact for new and potential volunteers, to undertake informal meetings with them, understand their motivations and abilities, recommend roles for them, and signpost them to the relevant people and groups.

To provide induction for new volunteers

To work with partners in the Mosaic project to identify training needs for volunteers and organise training accordingly

Work in Green Wellbeing

To coordinate wellbeing walks on the Railway Land and at Castle Hill Local Nature Reserve, including assessing the support potential participants need

To work with colleagues at Common Cause and social prescribers at GP surgeries in and around Lewes Town to develop a coordinated approach to referrals by social prescribers to green groups

To deliver outdoor sessions that aim to increase engagement with the Downs with people from a broad range of backgrounds including learning disabled adults and other community groups

To support the delivery of other green wellbeing activities undertaken by RLWT, such as visits to dew ponds and activities for young people

To work with staff and partners to convene and run steering group meetings for the Mosaic project, ensuring that the views of participants and volunteers are included in project development

Collaboration:

To work collaboratively with partners, sharing learning and ideas and problem solving

To work with colleagues, volunteers and participants on the planning and delivery of local events

Monitoring and evaluation:

To support the collection of monitoring and evaluation data for reporting purposes, both to funders and to wider stakeholder groups

Additionally, as an employee of the Railway Land Wildlife Trust:

- To assist with the day to day running of the Linklater Pavilion as a community hub, for example letting in groups who have hired the building.
- To work with colleagues to identify areas where collaboration between work streams is possible

PERSON SPECIFICATION

This is a busy, diverse role and we are looking for someone who can demonstrate experience in many but not necessarily all of the areas described below, and the aptitude to develop in areas where they have less experience.

Experience

Working with marginalised groups in green spaces, including experience of:

- Working on projects with a clear environmental focus that engage new audiences with the natural world
- Working with people from diverse backgrounds, and with diverse support needs
- Working with groups of people with lived experience of mental health problems
- A sensitivity to the challenges marginalised people face and the barriers to their participation, particularly in accessing green spaces
- Delivering practical sessions outdoors, ensuring that all necessary steps have been taken to ensure the safety of staff, volunteers and participants
- Liaising and networking with a range of voluntary / community sector organisations, and promoting partnership working

Working with volunteers, including experience of:

- Recruiting and retaining volunteers, and providing them with induction to a project and ongoing support and training as necessary
- Supporting volunteers in specific roles, particularly in outdoors and wellbeing settings
- Working with volunteers on a range of activities, including where volunteers need to work independently

Working in partnership and developing relationships, including experience of:

- Working in partnership with statutory bodies, third sector organisations and community groups

- Liaising and networking with a range of voluntary / community sector organisations, and promoting partnership working
- Running forums, steering groups and workshops with diverse participants, identifying shared goals and taking these forward

Project Delivery Experience:

- Collecting monitoring and evaluation data and using this to write reports for funders and other stakeholders
- Developing and distributing marketing and promotional materials, both hard copy and digital

Knowledge

Knowledge of the ecology and management of chalk grassland and an interest / willingness to learn more

Knowledge and experience of using a range of evaluation techniques

Knowledge of best practice in working with volunteers

Skills and Attributes

Good written and verbal communication

Adaptable and innovative

Confident self starter, able to work independently as well as part of a small team

Good IT and administrative skills, and ability to use basic Office programmes

To apply, please download and complete the form that can be found on our 'Jobs' webpage [here](#), and send it to Helen Meade at helen@railwaylandproject.org. Please also contact Helen at this email address if you would like to arrange to have an informal conversation about the role.

Closing date for applications: 15th April 2024

Dates for interview: 29th April and 2nd May 2024



Lewes District Council

Changing Chalk
connecting nature, people and heritage
