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| A picture containing text  Description generated with high confidence | **A close up of a logo  Description automatically generated**  **Supported by National Lottery Community Fund** |

**Role: Volunteer Co-Ordinator**

**Organisation: Abundant Borders**

**Location: Hawick Community Food Garden**

**Salary: £18,000 pro rata for 14 hours per week**

**Closing: Friday 22nd February 2019**

Abundant Borders (SC049008) is a small charity working to create a network of community food gardens across the Scottish Borders. Our aim is to alleviate household food insecurity by teaching people to grow food in a sustainable way and teaching how to cook healthy, inexpensive meals.

Having secured grant funding from the National Lottery Community Fund, we are looking to recruit an enthusiastic, self-motivated individual to support the volunteers who are working to create a food garden in Hawick.

This is an exciting opportunity to work with enthusiastic volunteers and a dynamic young charity.

Gardening skills would be an advantage but are not essential as full support will be given.

The successful applicant should have experience of working with and supporting volunteers and be able to maintain accurate records and undertake evaluation tasks, with supervision and support from Chief Officer. Good communication skills are essential, as is an ability to form positive partnerships with other local groups, agencies and organisations.

This is three-year post, supported by National Lottery Community Fund.

For further information about the project: please visit our website at [www.abundantborders.org.uk](http://www.abundantborders.org.uk)

For more information about the post: please contact [robin@abundantborders.org.uk](mailto:robin@abundantborders.org.uk)

To apply: please apply in writing, with cv to [karen@abundantborders.org.uk](mailto:karen@abundantborders.org.uk)

**JOB DESCRIPTION**

**Volunteer Co-ordinator, Hawick Community Food Garden**

**Responsible to:**  Chief Officer

**Responsible for:** Volunteers

**Job Purpose**

The Volunteer Co-ordinator is responsible for recruiting, training, supporting and managing volunteers at the Community Food Garden, Hawick.

**Key Responsibilities**

* Engage with local groups to promote and encourage the recruitment of volunteers to work in the Community Food Garden
* Organise profile-raising events to attract new volunteers
* Interview and recruit new volunteers
* Generate appropriate volunteering opportunities based on the needs of the organisation
* Provide induction and training for new volunteers, using induction template
* Arrange and supervise all volunteer sessions at the Community Food Garden.
* Ensure there is appropriate support and training for existing volunteers
* Monitor, support and motivate volunteers
* Manage the reimbursement of volunteer expenses
* Keep up to date with legislation and policy related to volunteering and inform Chief Officer of any necessary modifications to accommodate changes
* Monitor and evaluate activities on-site and write reports for Chief Officer and trustees
* Maintain database of volunteers and undertake any other administrative duties
* Monitor and update volunteer policies and procedures, including risk assessments with respect to the Hawick Community Food Garden

**Conditions**

* The performance of the job requires a flexible approach to the work and some evening and weekend work
* Holiday entitlement – 25 annual days pro rata (five of which must be taken during the Christmas/New Year holiday) plus ten public holidays
* Salary: £18,000 pro rata for 14 hours per week (£600 per calendar month)
* This is three-year post, funded by National Lottery Community Fund and will end December 2021.

**February 2019**