



Volunteer Coordinator – Job Description

West Monkton Parish Council

The Parish of West Monkton lies to the northeast of Taunton and contains a network of distinctive villages and hamlets surrounded by an ecologically rich and diverse farmed landscape. The historic and picturesque parish includes the villages and hamlets of Gotton, Goosenford, parts of Combe, Overton, Bathpool, Monkton Heathfield and West Monkton.

The Parish has a population of approximately 5900 people.

The Parish Council is made up of nine Parish Councillors and a team of two Clerks and an Administrative and Events Assistant who are all passionate about the local area. The Parish Council works collaboratively with members of the community and partners to deliver a vision “for West Monkton Parish Council and the local community to work together to protect and improve the social, recreational and environmental well-being of West Monkton and the lives of all who live, visit or work here”.

The Parish Council has recently been successful with a National Lottery Community Fund application that supports reaching communities and building partnerships. Part of the funding achieved is for the costs of employing a part-time (24 hours a week) Volunteer Coordinator for Maidenbrook Country Park and Somerset Wood for a period of three years.

Place of work

The Volunteer Coordinator will be primarily based at Maidenbrook Country Park, Maidenbrook Lane, Taunton, TA2 8JT and will occasionally work from Brittons Ash Community Hall, Bridgwater Road, Bathpool, Taunton, TA2 8FT.

Hours to be worked: 24 hours a week (3 full days, one day to be worked at the weekend). Temporary position for three years.

Salary: SCP 20 – 23 (£15.75 - £16.67 per hour – pay award pending) according to experience and qualifications.

Annual Leave: 22 days holiday plus public holidays (pro rata)

Specific Responsibilities:

1. Work to understand Maidenbrook Country Park and Somerset Wood and the aspirations for the Park.

2. Assess the skills and attributes needed to achieve the aspirations.
3. Develop relationships and work closely with the Parish Council employees and members.
4. Building relationships with the existing volunteers and assess the skill base.
5. Undergo training relevant to the Country Park including but not limited to tree management, landscape and wildflower management, health and safety, first aid, use of equipment including the ride on mower and strimmer.
6. Establish the skills needed in the Country Park.
7. Promoting, sourcing and recruiting volunteers based on the skills needed. Keep an up to date database of volunteers as per the volunteer policy and associated procedures.
8. Oversee the creation of the Maidenbrook Country Park website and keep its content up to date.
9. Train volunteers to complete tasks at the Country Park and arrange training courses for the volunteers.
10. Develop rotas and schedules for volunteers and manage the volunteers.
11. Ensure that the aspirations for the Country Park are clearly communicated to volunteers.
12. Keep detailed records of the volunteers' information and assignments and gather feedback from volunteers on a regular basis.
13. Assign responsibilities to volunteers for special events at the Country Park (up to 10 events per year).
14. Coordinate teams of volunteers for special events (up to 10 events per year).
15. Develop and oversee a 'Friends of Maidenbrook Country Park' group and 'Junior Rangers Group'.
16. Undertake any other duties appropriate to the post as required.