Volunteer role description

A picture containing logo

Description automatically generatedWoodcraft Club– Lead Volunteer.

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| **Reports to:** | Luke Payn Community Garden Projects Manager | |
| **Department/section:** | Communities | |
| **Commitment level:** | 2 hours per a week at a fixed time each week. | |
| **Location:** | Westraven Community Garden Hartwell Way, PE3 7NB | |
| **Purpose of the voluntary role:** | | |
| The Woodcraft Lead Volunteer is an exciting role, which entails developing and running a weekly Woodcraft Club at the WestRaven Community Garden. We are seeking some one who is passionate and has experience in woodcraft, carpentry / DIY and who would like to share that knowledge and enthusiasm with particpants in the Woodcraft Club. | | |
| **Key responsibilities:** | | |
| To develop an engaging programme for the Woodcraft Club  To welcome and support participants (who may be anxious or have additional needs)  To follow Health Safety best practise – ensuring safe use of all tools & ensure a safe working environment  To follow best practice re Safeguarding  To report any concerns to the Community Garden Projects Manager or the Volunteer Manager  To build planters and teach others how to do so  Looking after machinery and equipment  Wearing appropriate footwear for DIY, dress appropriately for working outside (to be warm enough or cool enough, sun hat, waterproof). Where appropriate Protective Personal Equipment (PPE).  Representing the WestRaven Community garden in a professional and positive manner at all times. | | |
| **Key relationships:** | | |
| Working alongside WCCG Staff  Working with other Volunteers  Working with CKH Volunteer Manager  Working with the vistitors and groups who use the site. | | |
| **Skills, qualifications and experience required:** | | |
| A reasonable level of fitness  Happy to work outdoors in all weathers  Ability to understand Health and Safety issues and follow instructions  Enjoy meeting and helping people.  Able to engage positively with people from different backgrounds and abiliites.  Reliable, with good time keeping skills  Able to work as part of a team  A good knowledge of woodcraft, DIY and carpentry. | | |
| **Training and support provided:** | |
| Mandatory Volunteer training  On the job training. Risk Assessment talked through on the day.  Potential additional training such as First Aid, Mental Health, Conflict Resoltion. | |
| **Availability of parking at work location:** | |
| Westraven Community Garden has its own car park | |
| **Equipment:** | |
| Tools will be provided  Protective Personal Equipment (PPE) wil be provided e.g gloves  All resources required for the Woodcraft Club will be supplied | |
| **Expenses:** | |
| WCCG is able to reimburse reasonable travel expenses to and from sessions. Tea & Coffee is available during your volunteer shifts | |
| **Is this role is eligible for a Disclosure and Barring Service (DBS) check**, **which is renewable every three years?** | |
| Yes | |
| **If yes, what level of DBS check which is required for this role?** | |
| Enhanced | |
| **No role description can cover every issue which may arise, and as a volunteer post-holder you may be expected to carry out other duties as required from time to time.** | |