

## Volunteer Role Profile

<b>Role title:</b>	Local Volunteer Co-ordinator (LVC) – London
<b>Supported by:</b>	Volunteering and Conservation Assistant
<b>Where:</b>	London – home-based
<b>Likely time commitment:</b>	Approximately 3-4 days per month, however this is likely to be weighted towards the bumblebee season (more in summer, less in winter). Role share will be considered.
<b>Role description:</b>	Encouraging and supporting local volunteers to work together to deliver activities that raise awareness about bumblebees and how the public can help.
<b>Main goals:</b>	<p>With support from Bumblebee Conservation Trust (BBCT) staff, we would like the LVC to:</p> <ul style="list-style-type: none"> <li>• Work with existing local volunteers to plan and co-ordinate an annual programme of volunteer activity within their area, including (but not limited to) talks, guided walks and event exhibits. This could include activities to help recruit new local volunteers.</li> <li>• Welcome new volunteers within their area and help them to get involved in the delivery of the local programme of volunteer activity.</li> <li>• Support local volunteers through a combination of one-to-one meetings, local networking activities, and/or online communications.</li> <li>• Keep a record of volunteer activities within their area using templates provided by BBCT.</li> <li>• Assist BBCT staff and current volunteers with organising induction and identification training workshops, e.g. helping to identify suitable dates and venues.</li> </ul>
<b>Useful skills, qualities &amp; experience:</b>	<p>Excellent communication skills.</p> <p>Good organisational skills.</p> <p>Good IT skills.</p> <p>Enthusiasm and interest in bees and/or wildlife-friendly gardening.</p> <p>Committed and supportive.</p> <p>Self-motivated.</p> <p>Ability to travel within your local area to meet with volunteers and attend events (pre-approved travel costs will be reimbursed).</p>

	Ability to complete and submit related recording forms.
<b>Training and support available:</b>	<p>LVC induction training.</p> <p>Regular phone/email/Skype contact with your allocated BBCT staff member for advice, support and resources.</p> <p>Face to face meetings with other LVCs in your region.</p> <p>BBCT handbook and Q&amp;A sheets.</p> <p>Template risk assessments, activity recording, feedback and stock recording forms.</p>
<b>Additional requirements:</b>	<p>Willingness to promote the BBCT message and brand.</p> <p>Willingness to follow the BBCT Volunteer Policy.</p> <p>Willingness to respect and implement health and safety policies and procedures (completing risk assessment forms).</p>
<b>Why we need you:</b>	To help raise awareness of the importance of bumblebees, the issues they face and how we can all help. We have a small and dedicated team of staff and it's only with volunteer support that we can reach as many communities as possible. The LVC role will help us to better support our volunteers in each region and encourage more people to get involved by providing more opportunities for joint working.
<b>What's in it for you:</b>	<p>Developing your organisational and volunteer management skills.</p> <p>Learning about the work that BBCT does.</p> <p>Meeting new people and sharing your enthusiasm for bees.</p> <p>Knowing you have made a difference to the plight of the bumblebee in the UK.</p>
<b>What next:</b>	<p>If you are interested in this role please contact <a href="mailto:volunteering@bumblebeeconservation.org">volunteering@bumblebeeconservation.org</a> or 01786 594 128 for more information. Once you've contacted us, we will make arrangements for a short interview.</p>