



Oxford City Farm (OCF) is at a very exciting stage of development. We now have a lease on the site and are in a position to offer both formal and informal volunteering opportunities on and off site.

As enquiries relating to volunteering grow, the role of volunteer coordinator is essential in helping us to meet demand for information and to ensure the volunteering experience is a positive one. This is an ongoing unpaid voluntary role.

The role is likely to require up to 1.5 days per week worked flexibly to suit your own and the Farm's requirements. Attendance at site work parties and other volunteer days will also be necessary on occasion. Attendance at steering group meetings which happen every 2 months will also be beneficial.

Volunteer Role description:

Volunteer Co-Ordinator

Main Purpose

- Promoting ongoing and ad-hoc volunteer opportunities for OCF attracting the range of skills and experience required to support the ongoing development of the charity.
- Acting as the first point of contact for all volunteer enquiries to Oxford City Farm, engaging with prospective volunteers, signposting to appropriate opportunities and progressing applications through the recruitment process.
- Coordinating and mobilising the voluntary workforce to support group participation events such as farm working parties and supporting community fundraisers.
- Working alongside other stakeholders within OCF to identify where voluntary opportunities, fully scoping the role and defining the skills and experience required of the volunteer role holder.

Key responsibilities

Working alongside OFC colleagues, design and develop appropriate volunteering opportunities and supporting role descriptions for each voluntary opportunity.

Building a network of ad-hoc volunteers to support with Community events including, farm site work and fundraising events.

Promote a range of volunteering opportunities in OCF using a range of methods, including mass advertising and targeted recruitment.

Design recruitment processes to attract and retain volunteers in both ad-hoc and ongoing roles.

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Company No.7239285

Registered address: 96 Campbell Road, Oxford OX4 3NU



Interview volunteers as required and ensure they are appropriately matched and trained for a position;

Develop standard and enhanced induction processes dependent on the voluntary role.

Support other OFC members in the management of volunteers, where they undertake to work specifically with an individual or group of volunteers.

Advise on the appropriate training and support required for each voluntary opportunity.

Celebrating volunteering by nominating volunteers for awards and organising celebration events

Manage the communication with volunteers using a range of media, enabling OCF to mobilise the ad-hoc volunteer workforce as required.

Organise and communicate work rotas as required.

Working alongside the Communication and PR volunteer, develop and design appropriate online media to attract and retain volunteers to OCF.

Design, develop and distribute a regular volunteer newsletter to all volunteers.

Develop a range of volunteering policies and procedures as required, to support the management of volunteers, paying particular attention to health and safety and the management of risk.

Gather feedback and ideas from volunteers, and recommend changes to practice that will improve the volunteering experience.

Keep up to date with legislation and policy related to volunteering and making any necessary modifications to policy or practice to accommodate changes;

Design and maintain a database to manage voluntary information in line with data protection requirements.

Ensure all voluntary information is stored and maintained appropriately.

Analyse and monitor volunteer information as required to support applications for fundraising and inform ongoing voluntary recruitment plans.

The volunteer co-ordinator will be managed and supported by a dedicated trustee.

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Person Specification for Volunteer Coordinator.

	Essential	Desirable
Skills/abilities	<p>Effective communication skills, both written and oral, including the ability to write clearly and concisely</p> <p>IT literate: able to use Office based systems, data bases, web sites and social media effectively.</p>	Data base creation and maintenance.
Knowledge	<p>Knowledge of recruitment practices and processes.</p> <p>Understanding of the importance of induction, training and support for volunteers.</p> <p>Understanding of Health and Safety requirements within the voluntary sector.</p> <p>Knowledge of a range of communication forums, in print and online.</p> <p>Knowledge of data protection good practice</p>	Understanding of the City Farming movement.
Experience	Experience of working alongside and/or managing volunteers in a formal setting	
Personal attributes	<p>Able to work flexibly</p> <p>Able to manage time effectively and work to deadlines.</p> <p>Able to use initiative and work independently as well as part of a wider team.</p>	