



Job Advert Volunteer and Partnerships Coordinator

The Friends of Bennerley Viaduct

Fixed term 12 months. May 2024-25



Job Profile

Project Funded: Beneath the Bridge the Biodiversity of Bennerley Marsh (Severn Trent)

Contract: Fixed term 12 months

Hours: 22.5. 3 days per week

Salary: £24,000 FTE

Start Date: May 2024

Location: At Bennerley Viaduct and Ilkeston office. Some remote work is available if suitable.

About us

The Friends of Bennerley Viaduct (Charity no. 1187044) are a group that preserves and promotes the historic site, Bennerley Viaduct, and the natural landscape around it. We started as a small grassroots organisation 10 years ago and remain a volunteer-led

committed community group. Bennerley Viaduct itself is a rare Victorian latticework railway viaduct that stands as a symbol of local pride and regeneration. Recently restored and made accessible, it is set to undergo extensive expansion in 2024, funded by Levelling Up, including rewilding initiatives in the surrounding landscape, a new visitor centre, ramp, and car park. This post, funded by Severn Trent, is part of a project to develop our organizational knowledge, people, and environment, through a series of targeted rewilding programs, led by project staff and volunteers. Our project will be shared with our community through an engaging and welcoming educational and activity programme.

Job Summary

The Volunteer and Partnerships Coordinator (VPC) will be responsible for supporting the delivery of this exciting ecology and community project. Day-to-day they will recruit and support volunteers, assist the project team including the Ranger and Project Manager with administrative and evaluation tasks, foster positive relationships with the community, and develop awareness of the project with local ecological and community stakeholders. They will play a crucial role in empowering volunteers to lead the development of the project activities, providing them with access to training, and equipment and supporting their vision of how to achieve the project goals. A strong person-centred approach is required, along with excellent interpersonal skills.

Main Responsibilities and Tasks	
Develop and maintain positive relationships with the community and stakeholders.	Support project evaluation and data collection. Capture project progress through photography and other content.
Recruit, develop, and support a team of volunteers in conjunction with the other staff members.	Attend public events and support volunteers with public engagement activities.
Be aware of social, economic and physical barriers to participation to ensure inclusivity in all project activities.	Assist in public engagement through press, other media and social media communications.
Connect with local networks in wellbeing, ecology, community, and heritage.	Support the Ranger with educational school visits relating to nature, community and social development.
Organize and promote project activities, including volunteering days, guided walks, activities, and workshops.	Manage small activity-related budgets and report spending.
Some weekends, bank holidays and evening work are required.	Support the Project Manager and trustees as needed.

Selection Criteria	
Essential	Desirable
Ability to multitask and prioritise tasks effectively.	Excellent planning and organizing skills with an ability to work independently within a team structure.
Experience working with volunteers and voluntary organisations.	Experience recruiting and supporting volunteers

Understanding of diversity, inclusion, and accessibility issues.	Proficiency in developing social media content.
Excellent communication skills including personal, written and digital	Experience using social media for charities or businesses
Ability to develop productive relationships with a variety of people with different motivations.	Experience in project planning and project coordination.
Awareness of health and safety, ecology and other relevant legislation.	Understanding of ecology and conservation principles.
High levels of ICT proficiency	

Application

If you would like to apply, please send a copy of your CV, your available start date and a cover letter of no more than 750 words to John Scruton, Chair of Trustees, info@bennerleyviaduct.org.uk.

Closing date for applications: Monday 6th May at 11:59 pm.

We will inform successful candidates on 7th May.

Interviews will be held on Thursday 9th May.

We know this is short notice, so if you cannot attend that day we may be able to find an alternative date.

Application Support

- Please refer to the selection criteria list in your cover letter. Use the letter as a chance to help us understand how you would be suitable for this role and our group.
- If you would like to discuss the job role before applying you can email us, or call Kate Crossley on 07707424644. Kate is part-time, so she may not be able to respond immediately.
- Bennerley Viaduct is committed to fair and equitable hiring practices. If you would benefit from support to apply, including different methods of application, or large print copies, please contact us.
- The viaduct is in a semi-rural location. A car, capacity to cycle, or similar mode of transport will be required to enable travel around work locations. We have a bicycle you can use for the duration of the project if needed.
- This role may be suitable for a job share. If you would prefer fewer hours than the maximum 3 days do contact us before making your application.
- Successful candidates will undergo a DBS check.
- We will acknowledge all submitted applications on Tuesday 8th May however, we are a small charity and cannot provide detailed feedback on applications.