



Volunteer Co-ordinator

Location:	Home based but may require occasional travel to meetings
Purpose of role:	<ul style="list-style-type: none">• Helps to connect members of the public, partners and landowners to the right person in the branch, thereby facilitating local activity.• Increases branch capacity by recruiting and welcoming new volunteers and ensuring they have access to the information they need to do their role.
Key Contact:	Senior Volunteer Development Officer
Tasks:	<ul style="list-style-type: none">• Direct enquiries from the public, partners and landowners to the correct person in the branch or at Head Office.• Help to plan any activities which are not covered by other roles in the branch.• Recruit new volunteers as required by the branch committee.• Oversee the induction of new volunteers to the branch, ensuring the relevant supervisor is notified of their interest in volunteering.• Ensure that new volunteers and anyone changing role knows where to go to find training resources and other information to support them.
Dates, times, commitment and frequency:	<p>The role is active year-round and can be done from home at a time that suits you, though you may need to travel to attend meetings if these are held in person in your local area. These often take place in the evenings or at weekends. Some meetings may take place online; your Branch Chair will be able to advise.</p> <p>We ask for a minimum commitment of 6 months. Most people spend around 2-3 hours a week on this role.</p> <p>You will be asked to complete training for this role.</p>
Skills and abilities needed:	<ul style="list-style-type: none">• Good organisational skills.• You will enjoy working with other people.• You will need access to the internet and email for this role.• Your behaviour will support Butterfly Conservation's values.• A basic knowledge of butterflies and/or moths is helpful for this role, though it is not essential.
Benefits and support provided:	<p>In addition to the many general benefits of volunteering with us, this role also provides the opportunity to develop transferable skills such as: written and verbal communication, working with other people, organisational, planning and problem solving.</p> <p>Why does it matter? This key role helps the local branch to grow and run smoothly, supporting conservation action in your area.</p>