



Friends of Wimbledon Park

FOWP Volunteer Organiser Job Description (Unpaid, Voluntary Work)

Open to Job Share. Work from home and/or on-site.

(Version 1.0, 22 August 2022)

To apply and for more information, please <mailto:n.steiner@btinternet.com>

“Work in a beautiful and healthy environment and socialise with other volunteers”

Friends of Wimbledon Park

Wimbledon Park is a Grade II* listed park in the heart of southwest London, designed by Capability Brown in the 1760s. The Friends of Wimbledon Park (FOWP) is a voluntary organisation, governed by our [Executive Committee](#), that aims to give a voice to local people, community groups and other interested parties, to protect and enhance this well-loved landscape for future generations.

Please see our [website](https://www.friendsofwimbledonpark.org/) for more details: <https://www.friendsofwimbledonpark.org/>

Volunteer Organiser Overview

FOWP has several volunteer activities including tree planting, watering during hot weather / droughts, flower bed planting / maintenance, meadow maintenance, weeding, litter picking etc.

Some are annual / bi-annual activities, such as tree planting; some are weekly (depending on season) and some can be done as and when time allows (e.g., weeding, litter picking).

Although we have a significant number of volunteers, a certain amount of organisation is required before we can schedule any activities. This includes creating / updating risk assessments and ensuring that these are read by volunteers; agreeing work with other organisations such as Merton Council, Idverde, Merton Tree Wardens; liaising with our website and social media to advertise volunteer activities; adding these to / updating on our public calendar; liaising with volunteers by email, zoom meetings etc.

Much of the organisation work can be done remotely / from home, although it would be good to occasionally attend at least the start of some of the volunteer sessions on-site or ensure that a trusted colleague is available to do this.

Our Chairman, Nick Steiner, is busy with many other FOWP activities and can no longer commit the time needed to run the volunteer programme successfully. Unfortunately, this means that we have not been able to make the most of the opportunities and willing volunteers currently available,

Start Date

We would like a volunteer to start as soon as possible and ideally before **November 2022** when the next tree planting is due to start (subject to approvals).

Skills and Experience Required

Someone who is a competent administrator and/or manager, with a reasonable knowledge of Microsoft Office, Email, social media / website content and using printing services etc.



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This would be an ideal role for job sharing and may suit someone who is employed by a company that allows a certain number of hours each year for volunteering work.

Workload (Open to job sharing)

From experience it will take approximately 2 hours a week to complete the tasks below and sometimes a little more for the bigger bi-annual tasks such as tree planting, when we tend to involve more volunteers such as families with children and community groups.

This could be shared between 2 people using a shared email account.

Tasks:

1. Ad hoc: create / update risk assessments and post these on the website and emailed to volunteers. Ensure that these are read by volunteers (and where necessary, for using ladders etc. signed) before the start of each session.
2. Advertise volunteer activities on the FOWP website and social media (by liaising with FOWP colleagues that manage these);
3. Receive volunteers enquiries and offers by email and respond to these;
4. Maintain a register of volunteers (subject to our [privacy policy](#));
5. Receive and maintain a list of volunteer activities and schedules;
6. Schedule activities and allocate tasks to volunteers;
7. Liaise with other organisations and colleagues e.g., Merton Council, The Community Payback Team; Merton Tree Wardens; Idverde; our Environmental Scientist Dr. Dave Dawson; community groups e.g. We Walk and Talk;
8. Arrange for printing of notices where required (sometimes Merton/Idverde may help/pay for these and FOWP can provide a small allowance for printing and other miscellaneous costs);
9. Attend or arrange for a trusted colleague to attend the start of each volunteer session to facilitate and allocate tasks;
10. Maintain a list of equipment and inventory (some equipment is shared e.g., with the Community Payback Team).

Volunteer Trainer Overview

In addition to the “Volunteer Organiser”, we need someone to train volunteers for some of the more skilled or hazardous activities such as planting, weeding and meadow clearance. This will mostly need to be on-site at the park and is expected to take around 2 hours a week.

This could be the same person as the Volunteer Organiser or a different person liaising with them.