



Cormonachan Community Woodlands Ltd

Volunteers Leader Job Description

1) Administration

- a) Deal with all enquiries directed to the Volunteers Leader or at Volunteers@cormonachan-woodlands.co.uk.
- b) Arrange Volunteers Days annually, generally for Fridays and weekends.
- c) Arrange tasks for each Volunteers Day from the annual Maintenance Tasks List and results of regular surveys also deal with urgent matters such as wind fallen trees.
- d) Organise Team Leader(s) for each Volunteers Day.
- e) Request, list and record volunteers for each Volunteers Day.
- f) Update Team Leaders Check List as required.
- g) Carry out CCW Volunteers Policy.
- h) Advise the Secretary to publicise all Volunteers Days (arranged through the CCW website, Facebook, The Wee Goil, the Association's notice board, the National Park's Volunteers Scheme and the Fife Conservation Group as applicable).
- i) Advise the Secretary if further additional tools, equipment or PPE are required.
- j) Thank all volunteers after each Volunteers Day by e-mail.
- k) Check that all Risk Assessments are up to date.
- l) Update Consent Forms as required.
- m) Check the Compartment Map is up to date.
- n) Set up and maintain a Volunteers Booking System.
- o) File all documents in an orderly manner.

2) Physical Volunteers Days

- a) Volunteers Days include all General Maintenance (including painting structures), Strimming, Chainsawing, Pesticide Spraying and Quad Bike & Trailer work.
- b) Survey Cormonachan Community Woodlands on a regular basis with regard to maintenance requirements and priority of tasks to be included in Volunteers Days.
- c) Ensure Team Leaders give a Safety Briefing to volunteers referring to the Team Leaders Check List at start of a Volunteers Day and that Consent Forms are completed and up to date if previously completed.
- d) Ensure Team Leader(s) are fully informed for all Volunteers Days and that a First Aider will be on site.
- c) Ensure that suitable tools, equipment, Hi-Vis jackets and PPE are available and in good order for the appropriate tasks of the day.
- d) Ensure all tools, equipment, Hi-Vis jackets and PPE are returned clean to storage shed after use and shed is locked up.

3) Liaison

- a) Liaise with committee members by e-mail.
- b) Liaise with the team leaders by e-mail.
- c) Liaise with the volunteer members by e-mail.
- d) Liaise with National Park Volunteers Scheme leader by e-mail.
- e) Liaise with Fife Conservation Group by e-mail.