

## VOLUNTARY ROLE

### COORDINATOR

VERSION 29<sup>th</sup> July 2023

#### MAJOR TASKS

1. Recruit and train Site Ambassadors
2. Liaise with Site Ambassadors
3. Liaise with land owners representatives with the Site Ambassadors where necessary
4. Collate and summarise quarterly reports from Site Ambassadors audits.
5. Organise site surveys for new sites and resurveys where required.
6. Draft new leaflets and revised leaflets with relevant Site Ambassadors for the designer/printer.
7. Liaise with Fund Raiser and Stock Controller.

#### ACTIVITIES

#### PERSON SPECIFICATION

Be a member of the Lincolnshire Joint Local Access Forum or a Lincolnshire County Council Countryside Access Volunteer.

Have access and able to use a computer and printer for email, completing the site reports, sending attachments and scanning drawings and leaflet modifications.

Have access to and able to use Microsoft Excel and Word software.

Have a mobile phone.

Have a camera or a mobile phone camera.

Able to train and advise Site Ambassadors.

Able to assist Site Ambassadors where necessary.

Able to scrutinise pdfs sent from designers and ensure any errors are corrected.

Able to liaise with site owner's representatives and act in an advisory role if required.

#### TRAINING PROVIDED

- a) The site ambassador's training.
- b) Introduction to site owners representatives by email.
- c) An introduction to the site owner's representative.
- d) How to collate and complete the Coordinator's quarterly report.
- e) How to prepare the site coordinators report for the Chair/Deputy Chair for the Disability Sub Group's submission to the Lincolnshire Joint Local Access Forum.

The training for the Coordinator will be delivered by the Disability Sub Group Chair or Vice Chair.

The training is expected to last 7 hours.

The first session will be the Site Ambassadors training which will be approximately a 3 hour session.

The second session will be for 2 hours which will include the collation and completion of the Site Ambassadors' quarterly report and the Site Coordinator's report for submission to the Chair/Deputy Chair for inclusion in the Disability Sub Group's report to the Local Access Forum.

The third session will be how to undertake a survey for a new Countryside For All leaflet, draft the leaflet for the designer/printers and ensure the pdf proof is correct. Some of the training will be carried out on site and the time spent on the onsite training will be dependent on the length of the route and the complexity of the site. This is normally no longer than 4 hours. Once everything is captured onsite, the training in relation to transferring the information captured will be undertaken off site and take approximately 4 hours.

Additional training will take place on an as required basis.

#### **EXPENSES**

This is dependent on the availability of finances in the Lincolnshire County Council budget. The Chair or Deputy Chair will ask if money is available for expenses prior to work being undertaken which involves travel or for payment of reducing A3 plans to A4 to send to the designer/printer. If authorisation is given a claim is made by the volunteer on Lincolnshire County Councils expense claim form. The claim form is sent to the Chair and copied to the Deputy Chair. This is then sent to Lincolnshire County Council for authorisation and processing.

#### **RESPONSIBLE TO**

The post holder is currently responsible to the Chair of the Disability Sub Group of the Lincolnshire Joint Local Access Forum. However, once the position of the Deputy Chair of the Disability Sub Group is filled, the post holder will be responsible to the Deputy Chair.

#### **RESPONSIBLE FOR**

Following the appropriate training by the Chair or Deputy Chair of the Disability Sub Group the Coordinator will be responsible for the Site Ambassadors.

#### **NOTE**

The role of Coordinator may change as the Disability Sub Group takes on further projects. In all cases any changes will be discussed with the post holder.