

# Environmental Champions

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## Lead Volunteer Role Description



## Project Background

Environmental Champions is a voluntary action group that works on sustainability based initiatives and campaigns. The project is led by the City of Cardiff Council in partnership with Cardiff Volunteering, Student Volunteering Cardiff (SVC) and Cardiff Metropolitan Students' Union, with the aim of making Cardiff a cleaner, greener, safer, more optimistic place filled with civic pride. The group is working on action based initiatives around waste and recycling, energy efficiency and housing, sustainable travel, fair-trade, environmental tasks including river clean ups, and many more exciting ideas!

The projects work in partnership with the wider community and various supporting organisations, including the three Universities. The group welcomes volunteers from every walk of life. Students, permanent residents, landlords, councillors and many more groups volunteer their time to help make Cardiff a cleaner, greener city.

Environmental Champions has been granted with Millennium Volunteering status, a programme for 16 – 25 year olds that “recognises the contribution that young volunteers make to organisations across Wales”. This is achieved through the use of 50, 100 and 200 hour certificates; the latter signed by the First Minister of Wales.

The Environmental Champions project covers six sustainability strands:

- Waste & Recycling
- Sustainable Travel
- Energy Efficiency and Housing
- Fair Trade
- Food
- Environmental Quality

## Lead Volunteer Role

A student volunteer works closely with the Project Team to develop volunteering opportunities and to be the first point of contact for Cardiff students across the three Universities. The role of the Lead Volunteer has been designed in line with the 9 key principles of Millennium Volunteers:

- Personal commitment

- Community benefit
- Voluntary participation
- Ownership by young people
- Quality
- Recognition
- Inclusiveness
- Variety
- Partnership

The Lead Volunteer role involves\*:

### **Volunteer Engagement and Recruitment**

- Encouraging students to sign up to the project through recruitment and outreach events, social media and emails
- Ensuring volunteers are aware of the full details of upcoming events
- Encouraging and recording attendance at events
- Encouraging a feeling of community between volunteers by organising social events and extra curricular activities, such as trips (a small funding pot may be available)
- Encouraging volunteers to reach Millennium Volunteering certificates
- Communicating with student reps, lecturers, university and student union staff to encourage volunteering and publicity of events
- Designing publicity materials (A small funding pot may be available for this).
- Assisting at induction and training sessions

### **Communication and Publicity**

- Acting as the first port of call for volunteers
- Managing the email inbox and responding to emails
- Managing the Facebook group and Twitter account, and other methods of communication where applicable, ensuring information and photos are updated in a timely manner
- Informing the Student Liaison Officer of any press enquiries that come through the email inbox or other forms of communication that need complex replies
- Recording minutes of Project Team meetings and circulating actions to Officers

### **Community and Stakeholder Engagement**

- Liaising with internal and external organisations to organise events for volunteers, including community groups, University departments/degree courses, Student Union officers, South Wales Police, Cardiff Council departments, local charities etc.

- Ensuring stakeholders are kept informed of any developments relating to events they are involved in
- Representing the Environmental Champions at local community events, and in community meetings, such as PACT meetings
- Feeding back any comments or queries that may arise from stakeholders to the Project Team.

## **Time commitments**

The role will be Office based half a day per week (approx. 4 hours), in City Hall or your University Volunteering Centre. This is flexible out of term time or when you have other academic commitments. You would then be required to attend community events, meetings and volunteering activities, and upload messages to the social media sites, when necessary. We would expect this to be approximately 6-8 hours per month; however this depends on the requirements at different times of the year.

## **Benefits of the Lead Volunteer role**

Being a Lead Volunteer is a fun way to develop and build new skills, meet new people and lead on a community focused initiative that makes a real difference to the people living in our local communities. At the start of their role, Lead Volunteers will receive a tailored training programme that meets their needs, enhances their skills and knowledge, and prepares them for the role. Training can be provided in the following areas:

- Waste management
- Presentation skills
- Customer care
- Minute taking
- Community engagement

Lead volunteers have the opportunity to gain employability skills in:

- Leadership
- Team working
- Communication (verbal and written)
- Interpersonal skills
- Critical thinking and problem solving
- Presentation skills
- Stakeholder engagement
- Project management

You are also given the opportunity to work directly with frontline Council officers, University staff, public service officers, local charities, and a wide range of community partners on a number of community focused initiatives, including the opportunity to create your own.

Lead Volunteers also receive a Millennium Volunteering certificate and references from the Student Liaison Officer and their University Volunteering Centre.

We want you to gain the most you can from this role and this job description provides a guide of some of the things you may be involved in. If there are aspects of the role that you wish to carry out that are currently not listed, we would be more than happy to discuss this with you. The Environmental Champions project is partnership led so you will have plenty of support from our partners and supporting organisations. Your Student Union Volunteering centre and the Student Liaison Officer are here to support you every step of the way.

**For more information on the role, please speak to Emma Robson, via email [Emma.Robson@cardiff.gov.uk](mailto:Emma.Robson@cardiff.gov.uk) or telephone on 02920 871808**

***\*This list is not exhaustive.***

**“This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg” .**