

Membership & Development Officer

Hours: 37.5 hours per week

Salary: £35,565.40

Location: Throughout Birmingham.

Please note, BOSF do not have an office so with the exception of visits and events, all preparation work will need to be done from home. For the purposes of travel expenses, our registered address of The School of Horticulture, Kings Heath Park, will be used.

Reports to: BOSF Operations Director

Contract: 12-month fixed term (with potential for extension, subject to funding)

Job Purpose To support and empower communities who are passionate about their local park and/or green open space in creating sustainable volunteer Friends Of groups. This includes helping them to establish a constitution, open a bank account, adopt core policies and join our network of Friends Of groups to avail themselves of the support that is available by doing so.

To support and embolden existing volunteer Friends Of groups with regard to their continuing development, fostering positive collaborations with landowners, (primarily Birmingham Council) and other stakeholders, to capitalise on opportunities which would enable further volunteer action and improvement to parks and green space sites.

To support BOSF events and encourage volunteer Friends Of groups to do similar in the interests of promoting peer to peer support and mutual learning and enjoyment.

Key Responsibilities

- To identify opportunities for the development of Friends Of groups by promoting awareness of who BOSF are, with local community leaders.
- To increase the number of Friends Of groups within our forum by providing tailored support to volunteers who might be considering how they formalise their involvement in their local park or green open space.
- To facilitate workshops and mentoring sessions on group formation, governance, and fundraising.
- Assist with the drafting of constitutions, policy documents and the appointment of group officers.
- Support groups in opening and managing community bank accounts.
- Help groups plan and deliver their first events safely and confidently.
- Develop and share resource packs and templates.
- Promote networking and collaboration between new and established volunteer Friends Of groups.
- Keep accurate records of group progress and produce reports for funders and stakeholders.
- Maintain oversight of matters that might affect the abilities and potential of existing volunteer Friends Of work and work collaboratively with Birmingham Council and other stakeholders to influence improvements and ultimately, better outcomes.

Membership & Development Officer

Person Specification

Essential Criteria

Experience & Knowledge

- Proven experience in community engagement.
- Experience supporting grassroots community groups or voluntary sector organisations.
- An informed understanding of governance and community group structures.
- An understanding of the protocols and sensitivities involved in working on Birmingham Council land and similar.

Skills & Abilities

- Strong facilitation and mentoring skills.
- Excellent communication and diplomacy.
- Highly organized with good administrative skills.
- To be confident using social media and basic IT for communication and record keeping.
- A driving license and access to a car.

Values & Approach

- Commitment to inclusion, equality and community empowerment.
- A passion for community action and the ability to communicate such effectively.

Other Requirements

- An enhanced DBS check or a willingness to obtain one.
- Willingness to travel across Birmingham.
- Ability to work some evenings and weekends as required by community and organisational needs.

Desirable:

- Familiarity with the volunteer Friends Of model and urban green space management.
- Experience delivering training or workshops.
- Knowledge of relevant Birmingham networks and local authority processes.
- Knowledge of Birmingham's parks and green open spaces.
- An understanding of safeguarding.