

Role Title: Volunteer Assessor

Initiative: It's Your Neighbourhood

Department: Communities Team

Keep Scotland Beautiful is your charity inspiring action for our environment. We work with you to help combat climate change, reduce litter and waste, restore nature and biodiversity and improve places.

We support, celebrate and recognise the achievements of those taking positive action to protect and enhance our natural and built heritage.

It's Your Neighbourhood celebrates and rewards the work of community groups across Scotland as they seek to improve and enhance the places they care for, whether that's the street where they live, a derelict space on their estate, the grounds around the local community centre or areas across the whole community. It is part of our Climate and Nature Friendly Neighbourhoods initiative. We run It's Your Neighbourhood in partnership with the RHS under the UK-wide Britain in Bloom campaign.

We could not run It's Your Neighbourhood and achieve the results it does without the support of volunteers from across the country.

Role Purpose

To provide support, encouragement, guidance, celebration and assessment to It's Your Neighbourhood entrants under the three pillars of community participation, environmental responsibility and gardening achievement.

Role Information

The Task

A Volunteer Assessor will visit each group they are allocated, once a year. They should aim to provide their allocated groups with positive and helpful guidance on how to best achieve their goals, encouraging good practice and providing recommendations and suggestions to help them on their way. Volunteer Assessors usually work alone and visits usually last about an hour and are informal and friendly. The group to be visited is asked to show the Volunteer Assessor around, to chat about their activities under the three pillars, and to talk about any future plans.

Prior to a visit, the Volunteer Assessor is provided with contact details for the group, a copy of the previous year's assessor's report (if the group took part) and a blank report form. The Volunteer Assessor should read through the previous report (where applicable) and look at any web/social media sites the group has. The blank report form (and photos evidencing good practice, if taken) must be completed and sent back to Keep Scotland Beautiful by email within two weeks of the visit taking place.

The Benefits

Volunteer Assessors have a powerful influence on the success of It's Your Neighbourhood, and on the projects they visit. Being a Volunteer Assessor is rewarding and provides an opportunity to visit inspiring projects, share knowledge, expertise and enthusiasm to support others who are working to improve their local environment, and to meet other like-minded people from across Scotland. It can also contribute to your own professional development.

The Commitment

Visits can take place at any time during May to October, with the timing of the visits agreed between the Volunteer Assessor and the group. The number of groups allocated to a Volunteer Assessor will depend upon the number of groups applying and the number of visits Volunteer Assessors are able to commit to, but this is typically between four and eight.

Training

Volunteer Assessors are provided with documents which provide detailed information on how to carry out a visit, what to look for, and how to complete the report form. All Volunteer Assessors are required to attend an Assessor Training and Refresher session in March/April (date, format and location TBC). The team at Keep Scotland Beautiful is also always available to answer further questions.

We aim to give as much support as possible to Volunteer Assessors on their first visits, and can, if required, pair a new Volunteer Assessor up with someone who is experienced.

Expenses

Being a Volunteer Assessor is a voluntary role, but we are able to offer travel and subsistence expenses.

Disclosure Scotland/PVG Scheme check

This role is subject to satisfactory completion of a PVG scheme application.

Further information

If you are interested in becoming a Volunteer Assessor, please complete the Volunteer Application Form or, to find out more information, please contact one of the team at beautifulscotland@keepscotlandbeautiful.org or 07720 090 560.

Main Duties

- To arrange and carry out visits to groups participating in the It's Your Neighbourhood initiative.
- To write up constructive and encouraging reports for each group visited.
- To work with the Communities team to ensure that It's Your Neighbourhood is delivered in a timely and professional manner.
- To familiarise with, support the development of, and adhere to all relevant internal policies and procedures as provided by Keep Scotland Beautiful.
- To ensure compliance with the company's Health and Safety policy.
- To observe the company's Equality and Diversity Policies.

Personal Specification	Essential	Desirable
Education / training	<ul style="list-style-type: none"> ▪ Fluent in written and spoken English 	<ul style="list-style-type: none"> ▪ Qualification in horticulture, environmental science or community engagement
Experience / skills	<ul style="list-style-type: none"> ▪ An interest in gardening ▪ An interest in reducing negative impacts on the environment ▪ Ability to communicate effectively to support and encourage community groups ▪ Computer literate and experience with Microsoft Word and email 	<ul style="list-style-type: none"> ▪ Experience in environmental education, campaigns and awareness raising ▪ Experience of working with community groups ▪ An understanding of environmental, sustainability and climate change science, policy and practice ▪ An understanding of the environmental sector and the role of environmental organisations across Scotland ▪ Gardening experience (even if just your own garden)

	<ul style="list-style-type: none"> Computer literate and experience with Microsoft Word and email
Competences	<ul style="list-style-type: none"> Behaving ethically - Identifying and resolving own concerns and those of others, in a fair and ethical manner, whilst also striving to comply fully with legal and organisational values, standards and codes of practice. Customer focus - Understanding of own role and its relationship to the customer, internal and external, continuously focusing on seeking to exceed customer expectations. Making and meeting commitments - Executing and achieving what is promised through planning and organising priorities. Monitoring progress to ensure consistently high standards.
Values and attitudes	<ul style="list-style-type: none"> Commitment to the aims and objectives of Keep Scotland Beautiful Belief in partnership working Flexibility Confident Enthusiastic Commitment to equal opportunities and healthy and safe working practices Able to exercise discretion in handling confidential and sensitive information
Other	<ul style="list-style-type: none"> Ability to travel Able to undertake some evening and weekend commitments Willingness to participate in training (where relevant) This role is subject to a satisfactory Disclosure Scotland (PVG) check