



Volunteer Role Profile

ROLE DEFINITION



Dept / Area Command:	Humberside Fire & Rescue	Section:	Prevention – Fire Service
Post Title:	SHQ Volunteer Gardener	Vetting Level:	NPPV 2 FULL
Post Grade:	Volunteer	Location:	Humberside Area
SPOC:	TBC		
SPOC Responsibilities:	<ul style="list-style-type: none"> • Be the Single Point of Contact (SPOC) to the Volunteer • Volunteers to be briefed on initial meeting and updates accordingly • All activities to be risk assessed • Provide equipment needed for the volunteer to carry out their role, when appropriate and based on the identified risks • On an expression of interest: <ul style="list-style-type: none"> ○ The SPOC will meet or contact the volunteer/s to discuss the role to ascertain if the volunteer/s will be suitable ○ If a volunteer/s is suitable please inform the volunteer/s and make the Volunteer Coordinator aware ○ If the SPOC does not believe a volunteer/s is suitable, it is the SPOC's responsibility to inform the volunteer/s • To liaise and update with the Volunteer Coordinator when you feel it is appropriate or for the following reasons: <ul style="list-style-type: none"> ○ A volunteer consistently cancels an agreed date ○ A volunteer does not inform you they cannot attend ○ A volunteer has not taken part in their chosen role on three occasions ○ A volunteer has contacted you and no longer wishes to take part ○ Any concerns of the health or wellbeing of a volunteer ○ You require additional support ○ Provide contact details to volunteers 		
Purpose:	To support the maintenance of key areas within our Fire Service Headquarters grounds. Including the memorial garden, trees and plaques.		
Main Tasks:	<ul style="list-style-type: none"> • Attendance at Humberside Fire and Rescue Service Headquarters once a week to maintain the memorial garden, trees and plaque area. Providing a place for fire staff, volunteers and their families a space to reflect and remember their loved ones. 		
Skills & Knowledge, Attitude & Personal Qualities	<ul style="list-style-type: none"> • Experience (professional or personal) of gardening • Warm, friendly and personable • Ability to work as part of a team • Ability to be flexible and offer creativity as part of an effective team • Ability to work well with others or on tasks alone where appropriate • Commitment to high standards • Willingness and ability to travel to our Headquarters site. • Act professionally, upholding Humberside Fire and Rescue Services Core Code of Ethics and following policy at all times 		
Volunteer Responsibilities:	<ul style="list-style-type: none"> • Be available to volunteer once a week • Volunteer effectively as an individual or part of a team to provide the best service for our staff and grounds 		



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	<ul style="list-style-type: none">• To complete all corporate, volunteer and role specific training assigned to enable a successful and safe volunteering experience• To follow direction from the volunteer team, onsite activity coordinator or designated lead• To demonstrate reliability and commitment• Work within existing guidelines and policy of Humberside Fire and Rescue Service• Liaise with their SPOC as and when appropriate• To inform their SPOC of any changes to their volunteering role commitments<ul style="list-style-type: none">◦ If you are unable to attend an agreed date or time◦ If you no longer wish to be part of the event/exercise		
Decision Making	<ul style="list-style-type: none">• Has the ability to recognise when a matter should be referred to a staff member, their SPOC or through the escalation channels within policy		
Date Approved by Volunteer Coordinator		Date Approved by SPOC	