



Job Description and Person Specification

Job Title: Volunteer Coordinator
Employer: Go Forth and Clyde
Location: Hybrid between Home and Lock 16, Camelon
Contract Type: Employed, fixed term January 2026 to March 2027, with potential for extension subject to the receipt of additional funding
Hours: Initially 16 hours per week, with the potential for additional hours subject to funding
Salary: £26,687 FTE (equating to £11,540 pa with a potential increase in April 2026)

Go Forth and Clyde is a charitable organisation based on the Forth and Clyde Canal in Camelon, Falkirk. We aim to use the canals as a resource to support local community development and to encourage the wider public to learn, develop, and to use them in ways that support physical, emotional, and mental wellbeing. We provide a wide range of opportunities for our volunteers, plus other visitors, families and the local community both on and off the water, including lock keeping, boat training and operation, a Cycle Repair Workshop and led ride project, and wood workshop.

With the help of funding from the Volunteering Support Fund, we are seeking to recruit an energetic and self-motivated individual with strong people and development skills, to fill a new Volunteer Coordinator role that will support our existing c30 volunteers, develop new activities for them, and recruit more volunteers. This role will initially be for 16 hours a week, to be worked flexibly as agreed, but subject to further funding, has the potential to be a larger role.

Go Forth and Clyde wishes to do more in the community but will need more volunteers to do so. We also wish to create more opportunities for our volunteers both within the organisation and in the wider community. To that end, we have created this new role of Volunteer Coordinator to help us achieve this aim, and to even better support, develop, and add to our excellent volunteers who are mostly drawn from the local area, recognised by the Scottish Index of Multiple Deprivation as being in the 5-15% areas of deprivation.

Volunteers are integral to what Go Forth and Clyde does. We need more to help us fulfil all we desire to do, but we also want to be able to better support and develop our volunteers both within the organisation, and in the wider community in collaboration with other organisations. Our activities currently include lock keeping between locks 2 and 20 on the Forth and Clyde Canal, Cycle Repair and Maintenance, Led Cycle Rides, Wood Workshop, and a range of health and wellbeing activities. So we're doing a lot with our volunteers and enabling them to access formal training including as Helmsmen and Lead Cycle Riders, plus in cycle maintenance.

We wish to create a range of training and employability options for our volunteers in conjunction with various partner organisations locally. To do this, the new Volunteer Coordinator will be tasked with using their dedicated time to support and develop each volunteer according to their abilities and

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desires, and also to actively recruit additional volunteers from the local area, liaising with health and social welfare providers to use the canal activity as a wellbeing mechanism to help the health journeys of local people. The Volunteer Coordinator will open the way for more volunteering opportunities, create development pathways for each volunteer, and enable the organisation to do more with and for the community, enhancing the natural canal environment at the same time.

Through our lock keeping work, we carry out improvements in conjunction with Scottish Canals to ensure the canal environment is attractive to canal users and those utilising the tow path. In conjunction with our Operations Manager, the Volunteer Coordinator will support our work with schools and other community support groups, as well as through general community outreach, to ensure that the canal environment can be enjoyed and understood by a broader range of people locally. This includes litter picks both on the water and along the tow path, plus creating awareness of how people can look after the area. We want local people of all ages to understand and enjoy the local environment so do all we can to keep the environment pleasant, and that any impact is positive.

The Volunteer Coordinator will work with existing and new volunteers to identify skills, desires, and opportunities for new activities and events. They will walk alongside volunteers, releasing them into tasks as appropriate, to ensure that they can utilise their inner skills to the best effect possible. To date, our volunteers have been wonderful in suggesting and implementing new activities. This has included the development of items made in our wood workshop, through suggestions for cycle routes, and through canal side improvements. This is at the heart of who we are as an organisation, enabling the volunteers to help and develop us as much as we do the same for them. Where appropriate, volunteers will be given lead opportunities subject to relevant training and development as we do not wish to set anyone up to fail. But as relevant skills are identified, we will work with those volunteers to give them the chance to put them into practice for personal, organisational, and wider community benefit.

This is a fantastic opportunity for someone with the correct skills and enthusiasm to make a real difference in a community that has so much to offer, with a group of people who have the drive and determination to succeed. This may not be easy but it will be hugely rewarding.

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Main Duties and Responsibilities

This is not an exhaustive list, but cover the main areas of work required:

- Take day-to-day responsibility for developing and delivering the project's volunteer focused activities, training and inductions, supported and overseen by the Operations Manager with regular appropriate support from the board of trustees.
- Develop a Volunteer Database to record individual pathways of training and development, meeting agreed outcomes, and ensuring we meet the needs of a diverse range of volunteers.
- Working mostly outside, develop a range of wellbeing activities for all seasons, ensuring back up plans are in place for activities due to weather disturbance.
- Monitor other local activities, and adapt our offering based on what is happening and to explore collaborative opportunities for the benefit of our volunteers where possible.
- Identify, manage and mitigate risks for all volunteer activities
- Any other task to further the aims and objectives of volunteer support within Go Forth and Clyde as deemed appropriate.

Essential and Desirable Criteria

The post requires a broad range of skills and attributes which are detailed below. The successful candidate will be expected to meet all the essential criteria and a proportion of the desirable criteria. Go Forth and Clyde recognise that some of the desirable criteria may be developed during the course of the contract.

Essential Criteria

- Be self-motivated, self-reliant and reliable, able to work independently, but also as a key member of a small team and with partner organisations.
- Education to appropriate level (undergraduate degree or above) in a subject of relevance to the role, or equivalent work experience.
- Ability to build strong relationships and develop trust, whilst working collaboratively with a wide range of people, organisations and agencies.
- Have strong people skills.
- A high and demonstrated level of verbal, written, and report writing skills.
- Previous experience in a volunteer focused role including experience of developing volunteer programmes of activity.
- Proven ability as an effective problem solver.
- Excellent grasp of Microsoft Office (Word, Excel and PowerPoint).
- Ability to work from home or on site in Camelon, and a willingness to work out of standard office hours if required.

Desirable Criteria

- Understanding and experience of wellbeing and/or canal based activities.
- Familiarity with social media platforms and experience of basic website maintenance.
- A working knowledge of Camelon and the Forth and Clyde Canal.

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