



BOARD RECRUITMENT- Head of Volunteers 2024

Open Gardens Victoria (OGV) is seeking a Head of Volunteers as we approach our tenth year of operation. As a volunteer-led organisation, the Head of Volunteers is a critical role for the recruitment, task allocation and oversight of a large number of volunteers interested in assisting us to host garden openings and other related activities. While OGV is fortunate to have a small and willing group of volunteers, we are aiming to expand and diversify our volunteer base, ensuring that those who assist us are trained, supported and enjoy their participation.

OGV is committed to fostering a community-wide love of gardens and gardening. The organisation has been opening private gardens to the public and holding horticulturally themed events and workshops across Victoria since 2015. Now approaching its first 10 years, OGV has made substantial donations to valuable horticultural and community causes.

The Head of Volunteers is an important member of OGV's Committee of Management (CoM) and will be supported by a small sub-committee to assist with oversight of the tasks.

While almost all those associated with OGV are volunteers, the key focus for this role is the management of volunteers for garden openings and events. Gardens are generally open on selected weekends from Spring through to Autumn and require a minimum of eight volunteers over the course of a weekend, though often a garden owner offers local assistance. Up to 50 gardens and a number of events may be held within a calendar year across the state, in regional, rural and metropolitan areas. The allocation of volunteers requires communication and roster preparation amongst other administrative tasks.

Key tasks and responsibilities of the Head of Volunteers

- Be a member of OGV's Committee of Management and attend monthly meetings where we determine overall strategy and decision making for all aspects of the organisation.
- Ensure the 'Volunteers Sub Committee' meets on a regular basis, providing monthly reports to the CoM.
- Manage the recruitment, selection and training of volunteers and maintain their engagement with OGV through garden openings and other events.
- Maintain a current and accurate list of volunteers and establish mechanisms for efficient communication of availability, expected duties and last minute contingencies.
- Oversee the rostering of volunteers for garden openings and events as required, noting that at least one volunteer at each shift is familiar with OGV and the processes for garden entry. In doing this the management of relationships with all stakeholders including Selectors and garden owners will need to be considered.
- Work closely with the 'Garden Selectors' team to ensure garden rosters are prepared well in advance of garden openings, volunteer contact details and all other relevant information is provided to the relevant selector, garden owner and volunteers, as outlined in OGV's policies and procedures.
- Monitor and evaluate volunteer activities. Record issues regarding any volunteer and

provide regular reports to the Committee of Management.

As a member of the Committee of Management, the Head of Volunteers is part of a close-knit team governing all aspects of the organisation's activities. Committee members are expected to assist when needed to ensure openings and events run smoothly and to a high standard.

About you

You will bring an active interest in gardening and horticulture, and an awareness of trends (new and emerging) within gardening events and consumer experience, stakeholder engagement in a volunteer setting, and a working knowledge of not for profit governance. You will have:

- Strong interpersonal skills and experience in managing staff or volunteers, including training and onboarding new volunteers of diverse background, age and experience.
- Availability to invest in developing and expanding the volunteer base,
- IT skills are essential and familiarity with Google Suite and Microsoft Office is desirable.
- Adaptability to implement new processes,
- A passion for gardening, and ideally some experience within the horticultural, voluntary or related sectors.
- Availability and willingness to volunteer for garden openings and events.

Note: the OGV Committee of Management meets monthly on Wednesday evenings, alternating between in-person and online meetings. In addition all members participate in a sub-committee, (generally online) and assist with garden openings and events as required.

Please apply by email outlining your interest, skills and experience as soon as possible. Interviews will commence in the last week of November, 2024.

Applications to: Dr Karen White, Chair, Open Gardens Victoria, stating 'Head of Volunteers Application' in the subject line to :chair@opengardensvictoria.org.au

Enquiries to Dr Karen White on 0414 709 306.