



RSABI

Supporting People
in Scottish Agriculture



Applicant Pack

Volunteer Coordinator (Part-Time)

rsabi.org.uk/vacancies

Foreword

This new role is a very important one for RSABI, as volunteers can make a huge difference to what the charity can achieve – from supporting our activities to awareness-raising and fundraising.

The role will include a focus on the development of our Ploughing On campaign which aims to highlight the value that our senior age people bring to the agricultural community in Scotland.

The successful applicant will also play a very important role in coordinating our much-valued volunteers around the country to ensure they are well-supported - including training and communications – and encouraged, so they have the best experience of supporting the work of RSABI.

We look forward to hearing from you and receiving your application for this very important and pivotal role with the charity, which does require some travel and the ability to work in the evening and at the weekend on occasion when required.

Good luck!

Carol McLaren,
Chief Executive



Overview

Post	Volunteer Coordinator
Job type	Part-Time
Employer	RSABI
Contract	Fixed-term appointment for a period of 24 months
Salary	Approx. £33,000 pro rata
Hours	22.5 hours, 3 Days per Week
Location	Home-based with some requirement to be in our office.

About RSABI

RSABI provides practical, emotional and financial support to people involved in Scottish agriculture. Our mission is to work steadfastly at the heart of Scottish agriculture to improve the lives of people in farming and crofting and our services are friendly, professional and confidential.

Role Purpose

The Volunteer Coordinator will lead the recruitment, management and support of RSABI's nationwide volunteer network. The postholder will work with volunteers of diverse ages, backgrounds and skills, ensuring they receive appropriate training, safeguarding support and regular communication.

A key part of the role is coordinating RSABI's Plough On initiative, which brings older members of the farming community together to build friendships, reduce isolation and connect through shared interests.

This is an exciting and rewarding role for someone passionate about community engagement, wellbeing, and Scotland's agricultural sector.

Key Responsibilities

Volunteer Recruitment & Management

- Recruit, onboard and support a large and geographically dispersed team of volunteers across Scotland.
- Match volunteers to suitable roles based on skills, location and interests.
- Ensure all volunteer activity complies with RSABI policies, including safeguarding, data protection and risk management.
- Provide ongoing support and act as the primary point of contact for volunteer queries.
- Organise and deliver volunteer briefings, induction sessions and periodic training.

Safeguarding, Training & Compliance

- Maintain up-to-date safeguarding procedures and ensure volunteers understand and follow them.
- Work with colleagues and collaborate with other organisations (eg Age Scotland) to design and deliver accessible training materials and resources.
- Keep accurate and up to date records of volunteer activity, training and compliance requirements.
- This post may involve Regulated Work with Protected Adults and may therefore be subject to membership of the PVG Scheme.
- The postholder is responsible for ensuring all volunteer and beneficiary information is handled per UK GDPR.
- The role requires compliance with RSABI's Health & Safety, Lone Working and Risk Management policies.

Engagement, Communication & Recognition

- Develop and coordinate regular communications for volunteers, including updates and event invitations.
- Create and manage volunteer incentive and recognition programmes to ensure volunteers feel valued, appreciated and thanked.
- Support volunteer involvement in campaigns, fundraising, outreach and community events.
- Build and maintain positive relationships with partner organisations, community groups and local stakeholders to strengthen volunteer activity and reach.

Plough On Initiative Coordination

- Lead the operational management of the Plough On programme, supporting local volunteers to run groups across Scotland.
- Encourage new groups to develop and grow (subject to budget/resources) ensuring consistency with RSABI's aims.
- Build strong relationships within rural communities, promoting participation among older people in the farming sector.
- Monitor programme impact, ensuring participants feel welcomed, connected and supported.

Mental Health & #KeepTalking Campaign Alignment

- Embed RSABI's mental health and wellbeing messaging and objectives throughout volunteer activity.
- Promote messages of connection, conversation and community-building in line with the #KeepTalking community call to action mental health campaign.
- Support volunteers to recognise signs of wellbeing difficulties and know when to escalate concerns appropriately.
- The postholder must maintain clear boundaries between volunteer coordination and welfare casework.

General Responsibilities

- Contribute to organisational planning, events and campaign activities as required.
- Represent RSABI professionally at public and community events.
- Collect feedback, produce regular reports and monitor the impact of volunteer-led activities, contributing to continuous improvement and evaluation of RSABI campaigns.
- Promote inclusive volunteering opportunities and ensure activities are accessible to people from diverse backgrounds and abilities.
- Undertake any other duties consistent with the role.

Personal Specification

Essential

- Experience/training in volunteer coordination, community engagement or a similar people-focused role.
- Strong interpersonal skills and an ability to build trust with individuals of all ages and backgrounds.
- Understanding of safeguarding principles and the wellbeing needs of vulnerable groups.
- Excellent organisational skills with the ability to manage multiple priorities.
- Confident in delivering training and group sessions.
- Empathy, patience and a genuine commitment to supporting Scotland's farming community.
- Regular travel across Scotland is required; valid driving license and insured vehicle needed.

Desirable

- Knowledge of Scottish agriculture or rural communities.
- Experience supporting community wellbeing, older people or mental health projects.
- Awareness of suicide prevention approaches.

Application Process

To apply for the role of Volunteer Coordinator please send your CV and a covering letter to recruitment@greenburn.co.uk by Friday 25th September, 5pm.

Application Timeline



Friday 25th September, 5pm
Closing date for applications



w/c 5th October 2026
Interviews taking place

RSABI is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.