



JOB DESCRIPTION

ROLE TITLE:	Development Officer (Swingbridge Boats)	
REPORTING TO:	SCT Manager (TBC) and Chair of Swingbridge	
LOCATION:	Home-based as well as Guildford and other river/canal locations across Surrey	
HOURS:	21 hours per week – Fixed term contract for two years in the first instance	
SALARY:	£17.01 p/h (£18,574)	DIRECT REPORTS: Line managing 1+ staff
CLOSING DATE:	01/07/26	INTERVIEW DATE: TBC

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Spelthorne Family Centres**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through **Steps2Work Wellbeing** and our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Community Group** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Our Swingbridge boats pride themselves on the value given by its team of volunteers to support vulnerable people on 3 boats that navigate the Surrey canals and rivers. 'Swingbridge Tranquillity' is fully accessible with a lift, enabling a wider audience to benefit from our work, and our other two boats, 'Swingbridge Endeavour' and 'Maggie G', each offer a different boating experience including trips, boat handling courses and environmental work. This role will develop and support our volunteers and boats, and with a focus on maximising their input and use. It will also look to explore other opportunities including developing an alternative learning programme for young people (primarily aged 14 – 16) who would benefit from a different form of education and learning experience on our boats. Following the success of our other alternative learning programmes, this role will be pivotal to the development of new project opportunities and to the infrastructure of the 70+ Swingbridge volunteers to ensure its legacy and growth.

Our Vision

We are the local charity working with volunteers, to make Surrey a place where vulnerable people have the opportunities, skills and support they need to achieve their potential.

Our Mission

We are breaking the Cycle of Disadvantage in Surrey by equipping vulnerable people with the skills and confidence they need to change their lives, and their futures.

Overall purpose of the role

To develop opportunities for the Swingbridge Community Boats section of the Trust, maximising volunteer involvement and boat usage, including the development of the alternative learning provision. Securing and enhancing our Swingbridge team of trained volunteers is key to it continuing its success, so this role will help with the recruitment and support to our existing team of 70+ volunteers who dedicate their time to the boats and clients they serve. You will develop opportunities to maximise the utilisation of its boats to enable more beneficiaries to be supported by SCT and attract funding.

Duties and Responsibilities

Increase utilisation of boats in association with Swingbridge Volunteers.

- To explore, and implement, ways in which to maximise the use of the boats to support more beneficiaries and make best use of volunteers and funding opportunities.
- Develop new ideas and activities, including those suggested by the steering group, to help the volunteers make these ideas happen and bring about innovative ways of working.
- Integrate with other SCT programmes and staff, promoting Swingbridge and creating opportunities.
- Contact and develop relationships with other organisations to explore potential opportunities/beneficiaries

Working with Volunteers to develop programmes for the Swingbridge Boats in line with SCT's mission

- To explore, and develop an alternative learning programme using volunteers on Swingbridge boats for children who may not be suited to the traditional classroom setting; linking in with schools, the local authority and other SCT colleagues both for development, practice and referrals.
- Explore awarding body curriculum opportunities for students/beneficiaries to be able to gain certification that could compliment Swingbridge and the alternative provision/other programmes and follow the required steps to make this achievable.
- With the volunteers, make recommendations on how best to undertake, and implement, a successful alternative learning programme, or other income-generating projects, which can best support beneficiaries whilst maximising the use of boats and volunteers to secure income.

Working with existing volunteers to increase volunteer recruitment and support for the volunteers

- To assist the recruitment of volunteers, exploring new and innovative approaches to be able to secure additional volunteers for the boats and alternative learning programme
- Induct new volunteers, implementing an induction programme and ensuring they, and established volunteers, are suitably trained for their roles.
- To attend Swingbridge steering group and volunteer meetings, and others as required, enthusing both staff and volunteers to achieve outcomes and reporting on project achievements/progress.
- To support and develop the Swingbridge team of volunteers, working with them to ensure efficiency and best practice.
- To define and implement standards and policies for best, and safe, practice using existing and new documentation.

General

- Work with the Swingbridge Safeguarding lead to ensure safeguarding and health and safety records are kept and maintained, ensuring any concerns are dealt with appropriately, recognising their importance.
- Maintaining comprehensive and up-to-date records for the programme together with the Swingbridge Boats Administrator
- Line management of Swingbridge staff.
- Any other duties commensurate with the role.

Person Specification

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
Good level of education, with strong verbal and written English	Degree level or equivalent
	Teaching qualification
Relevant Experience	
Worked with vulnerable people/groups and/or volunteers, recognising the value that volunteers can bring	Experience of working in the charitable sector, in paid or voluntary capacity. Volunteer management experience.
Experience of successfully developing and leading a project/s with measurable outcomes	Project management qualification
Experience of supporting and successfully engaging with people from a range of backgrounds and ages	Previous management experience. Previous volunteer management experience
Knowledge	
An interest in boats and supporting beneficiaries through boats to achieve positive outcomes	Boat handling skills or qualifications
Sound safeguarding knowledge, awareness and commitment, with experience of dealing with safeguarding issues	Safeguarding training or DSL/DDSL
An awareness of alternative learning and its benefit to support young people with ideas of how to make this achievable/successful	Experience/background in working within Education or adult learning. Worked in alternative learning
Knowledge of awarding bodies and an understanding of curriculums and assessments	Experience of delivering or implementing/ developing curriculum/s
Skills and Expertise	
Excellent verbal and written communication, interpersonal and listening skills and able to relate confidently to both adults and young people	
Experience of delivering presentations or teaching/training to groups with confidence	Teaching experience

Flexible in approach, using initiative with proven ability to plan and prioritise own workload without day-to-day supervision to meet targets/deadlines	
Demonstrate a high level of professionalism and initiative when making decisions	
An ability to empathise with, and motivate others, with a passion for people to thrive	Experience of working with, or supporting, vulnerable people or groups
Demonstrate creative problem-solving skills and a positive approach to challenging and overcoming any limiting beliefs held by beneficiaries or volunteers	
Previous experience of networking and building external and colleague relationships for positive outcomes	Staff management experience
Excellent planning, decision making and organisational skills	
Strong and proven IT skills	
Willingness to work outside on the boats in all seasons	
Car driver with full license and flexibility to drive across the Surrey when required	

The role will be home based with time out for external meetings and on the boats. **A DBS is required for this role.**

Health & Safety

All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.

General

This job description is not an exhaustive list of duties, but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities with the Trust.

For further information about this role please contact Kate Lynn; kate.lynn@surreycaretrust.org.uk

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk

– Closing date for applications is 01/07/26