

Do you want to help make your district more sustainable?

Then volunteer with **Transition St Albans**, organisers of **SuStAinable StAlbans Week**



INTRODUCTION

Transition St Albans is a local not-for-profit environmental group. Our core purpose is to make the district more environmentally sustainable, through inspiring and informing local people and organisations to live more sustainable lives. We believe the community can achieve more, by working together, than we can individually. All of our work is done by volunteers, apart from occasional contract roles for e.g. SuStAinable StAlbans Week.

We run a wide range of groups, each making the district more sustainable in different ways. For example;

- Sustainable St Albans Week – celebrating and promoting environmental sustainability across the district
- Open Food Gardens – sharing skills of growing fruit and veg at home
- Thermal Imaging Cameras – helping cut heat loss from the home
- Transition Streets – groups of neighbours working together to cut their carbon footprint and cut their bills
- Awareness raising – films, events, & open meetings that inform and inspire, on environmental topics

It's an exciting time for us; we are in the process of registering as a charity and relaunching under our new name, Sustainable St Albans.

If you are interested in volunteering, we suggest you attend at least one of our regular events before applying for this role, to ensure you understand the work we do. If you think you want to work with us, we would love to hear from you - do get in touch to arrange a chat. Email us on:

steeringgroup@transitionstalbans.org

CURRENT OPPORTUNITIES

Volunteer opportunity	Role	Skills needed	Time needed
1 Membership Secretary	Maintain our list of members, welcome new members by email, ensure our database is correct and up-to-date before our AGM each year.	Well organised and accurate, with good written English	A few hours a month, working from home, flexible to suit you Attend some evening steering group meetings and the AGM
2 Website manager	Plan and build our new website for Sustainable St Albans Populate it and then regularly maintain the content	Experience of maintaining a website, in WordPress or similar Strong written communication skills	Around half a day per week, working from home, plus time to attend occasional events and meetings, so you can write them up

Continued overleaf.

Volunteer opportunity	Role	Skills needed	Time needed
3 Trustee	<p>Jointly with the other trustees, be responsible for the strategy, governance and finances of Sustainable St Albans.</p> <p>Represent Sustainable St Albans at external meetings and events.</p> <p>We do not have staff so trustees are hands on and involved in our work.</p> <p>We share management of the steering group so, once fully inducted, you would chair one meeting every few months.</p>	<p>Trustees need to bring a wide range of skills to the group from their working life; e.g. in fundraising, finance, communications, project management or environmental knowledge.</p> <p>If possible – some previous experience as a trustee.</p> <p>A passion for sustainability.</p> <p>Good team skills, well organised and reliable.</p> <p>Numerate and have good written and spoken English.</p>	<p>You would need a few hours a month, working from home.</p> <p>Additionally, attend monthly evening steering group meetings, occasional awaydays and TSA events.</p>
4. Fundraising assistant	<p>Research opportunities in online grant databases and prepare draft applications.</p> <p>Research local businesses and suggest who we should approach and how.</p> <p>Work with current, experienced steering group members, who can coach you.</p>	<p>Excellent written English, good internet research skills and very well organised.</p> <p>Previous experience of fundraising is preferable but not essential.</p>	<p>5-10 hours per week, with hours to suit you, and homebased.</p> <p>There would be occasional daytime meetings and sometimes you would attend evening steering group meetings.</p>
5 Events Coordinator(s)	<p>The Events Coordinators would, jointly and alongside experienced steering group members, arrange all aspects of our events.</p> <p>Booking venues and films / speakers, setting up booking pages on event websites, marketing, risk assessments, and manning the events themselves.</p>	<p>Experience of running events.</p> <p>Good with other people, and at working in a team.</p> <p>Very well organised and reliable.</p>	<p>There will be peaks and troughs around events; perhaps half a day per week on average.</p> <p>The hours would be set to suit you, and homebased.</p> <p>Occasional daytime meetings and some evening steering group meetings plus the events themselves.</p>
6 Open Food Garden Coordinator	<p>Co-ordinating open gardens, carrying out site visits, answering questions by email and phone.</p> <p>Creating a flyer.</p> <p>Attending the majority of the garden openings (normally weekend afternoons).</p>	<p>You don't need to be an experienced gardener yourself.</p> <p>You need to enjoy talking to people about gardening, good written and verbal communication skills, and be very well organised.</p>	<p>Around half a day per week. The hours would be set to suit you, and homebased.</p> <p>Some meetings with garden owners, and garden openings Apr-Oct (mostly at weekends).</p>
7 Start a Transition Streets Group on your street; working with your neighbours to each become more environmentally friendly	<p>Recruit a Transition Streets group by talking to / leafleting your neighbours, to find 5-8 other households keen to join the group.</p> <p>Organise the first of the meetings. After this, the groups runs itself.</p>	<p>None, except talking to your neighbours!</p>	<p>Transition Streets lasts for 7 meetings for around 2 hours each</p> <p>You would also need time before the first meeting, talking to your neighbours and getting the group started</p>

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steeringgroup@transitionstalbans.org