

BGCI Volunteering Vacancy Announcement

Title of post:	Volunteer Learning & Development Advisor
Job Purpose:	Working with the Head of Human Resources, you will bring your skills and expertise to help us develop our learning & development offering for staff.
Contract Type:	Unpaid; Volunteer role
Duration:	Flexible
Location:	Optional: at BGCI Offices, Kew, London; or; working from home (UK only)
Remuneration:	This is an unpaid role

Position Summary

This is an exciting opportunity to get involved as a Volunteer Learning & Development Advisor to support a charity that is committed to plant conservation. The Head of HR is seeking help to develop and establish a planned approach to learning and development opportunities for staff and to look at how we embed learning across the organisation. This will include soft and technical skills, management and leadership development, coaching, sharing skills internally and self-learning. A creative approach is welcomed to help us maximise a limited budget.

About BGCI

Botanic Gardens Conservation International (BGCI) is a membership organisation with around 40 staff. We are a global network for plant conservation located in Kew, London with regional bureaux in China, Kenya, Singapore, and the USA. Our membership comprises over 800 botanical institutions working in plant conservation - botanic gardens, arboreta, NGOs, restoration organisations, government, and universities - in over 120 countries all around the world. We work with this extensive network of members, and the wider conservation community, to use our collective knowledge and hands on expertise to reverse the threat of extinction facing plants and to secure plant diversity for the well-being of people and the planet.

BGCI coordinates efforts to enhance regional networking and scale up technical networks by facilitating, coordinating, and supporting the consolidation and functioning of botanic garden networks.

What's Involved?

This role is very flexible and can either be generalist or just focus on the areas of strength and interest of the volunteer role holder. This may include some of the examples below:

- Identifying training needs: individual; team; organisational
- Sourcing no cost/low cost learning and development provision, or researching funding for learning
- Supporting people in getting the most out of learning opportunities so that they are focused on priorities and have a planned approach to embed learning
- Developing resources and tools to support managers to develop their team
- Supporting managers in their own development
- Setting up individual learning plans
- Delivering some training or coaching

Person Specification

This role will suit you if you meet the following criteria:

- Experienced in developing and delivering learning and development solutions
- Confident in being able to develop learning and development resources
- Have used different methods of learning delivery, or, keen to use this opportunity to learn more about delivery options
- A people-person with an enthusiastic attitude towards BGCI and our aims
- Have good verbal and written communication skills
- Flexible in your approach

We Offer

You can be flexible about how much of your time you give, or how long your commit for. For example, you may be able to offer a fixed half-day/day per week on a regular basis; or, more days per week but over a limited period, eg 3 months.

We cannot currently offer travel expenses so unless you are within easy reach of our office then you may find it easier to work from home, for which you would need use of your own IT equipment and access to wi-fi.

We can offer you a warm and friendly environment, with lots of scope to be involved in areas of learning and development that particularly interest you. You would also be supporting an organisation that is committed to plant biodiversity and conservation across the globe.

Application Process

If you are interested in this unpaid volunteer role, we would love to hear from you! Please send us your CV and a supporting letter (two pages maximum), explaining your motivation for the role, what value you believe you can bring and how you think you would benefit.

Closing date for applications is **12th May 2025**. Interviews will be conducted online in May, date to be confirmed.

If you would like an informal chat with Karen Turnbull, Head of HR, about the role then please email us at info@bgci.org

BGCI is committed to putting equality, diversity and inclusion at the heart of our organisation. We are committed to ensuring a working environment in which all individuals are free from discrimination and in which opportunities are equal to all. We encourage applications from all sections of the community, particularly those underrepresented within our sector.