

VOLUNTEER ROLE DESCRIPTION

Identification of Role

Role Title: People and Wildlife Volunteer Placement

Responsible to: Community Action Officer

Responsible for: Developing and creating inspiring engagement activities and delivering practical conservation activities with different audiences as part of our People and Wildlife programme

Key Objectives of Role

- To support the delivery of People and Wildlife Programme linking under-represented groups to their local green spaces.
- To support the delivery of events that will inspire people about nature
- To support groups as they discover wild places and visit nature reserves for the first time
- To provide support and basic training in countryside skills to groups
- To provide support and assistance to groups as they improve their area for wildlife

Values of the Trust

The Trust is committed to the following values and principles:

- The exceptional **importance of wildlife and the natural environment** to the health and sustainability of the planet's climate and eco-systems
- The crucial **social and economic benefits** provided by wildlife and the natural environment to the health and well-being of the human population and to its sustainable economic development

- Fostering a culture of **innovation, inspiration and creativeness** in its own internal working to create a visionary and dynamic Trust
- Maximising opportunities for **accessibility and the social inclusion** of all members of the community in the Trust's activities and operations
- Delivering its objectives by working as far as possible through **partnerships** with other organisations and community groups
- Promoting opportunities for **volunteering** and volunteer involvement in its activities and operations, and promoting the skills, interests and personal development of the volunteers
- The Trust's role as a **community enterprise** created and owned by its members
- Demonstrating **openness and transparency** to all its external audiences, partners and customers
- Operating at all times with total **probity**, in support of **ethical trading**, and with the aim of **minimising its own carbon footprint**

The People and Wildlife Programme

The Programme aims to inspire more people about nature and to support them to do their own wildlife projects in their community. The programme is especially aimed at people who do not usually get involved with wildlife, including:

- Young people (aged 16-25)
- Carers
- Black and ethnic minority groups
- People with learning disabilities
- People with physical disabilities
- Families with young children

The programme is working to inspire people about nature through:

- Involving them in multi media events that produce video, sound and photographic records of their experiences
- Organising innovative events
- Encouraging people to spend time outside in nature reserves and their local green spaces
- Developing social networking to encourage people to share their interest in wildlife

The programme is working to encourage people to care for wildlife through:

- Offering practical conservation days on nature reserves and community green spaces
- Supporting communities to improve their area for wildlife

Main Responsibilities

This is not an exclusive list, and will be adapted and developed from time to time by the Community Action Officer in consultation with the Role-holder to meet particular situations and changing circumstances.

1. Organise and lead the delivery of events to engage under-represented groups in nature
2. Manage small digital media projects utilising sound and visual equipment
3. Organise and lead practical conservation activities

Specification of Role

The Role holder is required to:

- Assist with the development and delivery of projects.
- To support and lead activities for under-represented groups.
- To support and lead practical conservation days for under-represented groups
- To plan and organise community events.
- Liaise with volunteers for events and projects.
- Assist the team with administrative tasks and blog updates.
- Create, monitor and manage equipment and resources.
- Be available to work occasional weekends and evenings.
- Be able to drive the Trust's vehicles or own transportation.

Person Specification

The following experience, skills and qualities are useful in this role:

The successful candidate will have most of the Essential characteristics and at least one of the Desirable characteristics.

Essential (not in priority order)	Desirable (not in priority order)
Experience and/or a flair for working with groups in a formal and informal setting.	Some experience of passing on knowledge and understanding about wildlife, and the environment.
Some experience of developing resources or communications using digital media	Some experience of outdoor learning or practical conservation
Ability to work as a competent and effective team member.	First aid qualification
Hold a current, clean driving licence	Evidence of creating digital resources
Some previous experience of working with adults with learning difficulties and people recovering from mental health problems	Have an appropriate qualification linked to the job role, ideally to degree level
Good communication, written and ICT skills.	
Enthusiasm for the outdoors and wildlife.	
This position is subject to a CRB check.	

Review and other information

Review

The Trust is constantly evolving, and as a result the role will develop and change over time.

All staff and volunteers are required to abide by the Trust's Policies, Procedures and other Key Documents as posted on the Trust Intranet.

This is a voluntary position based on at least 2 days a week for a minimum of 6 months.

If you are interested in applying for this position, please send your CV and a covering letter to Joe McSorley at joemcsorley@avonwildlifetrust.org.uk or 32 Jacobs Wells Road, Bristol, BS8 1DR

Closing date for applications: Monday 20th February 2012. If you are successful in being shortlisted, you will be invited for interview on Wednesday 22nd February 2012. Position to start ASAP.