# **02_Wildlife_TrustsRole outline**

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| **Role Title** | | | |
| **Welcome Volunteer** (Inductions and training from February 2019, Role to begin from April 2019) | | | |
| **Location** | | | |
| Blashford Lakes Centre & Reserve | | | |
| **Times/days we’d like you to be available** | | | |
| Ideally Friday, Saturday or Sunday (other days considered)  9:30 – 1pm and/or 12:30pm – 4pm | | | |
| **HIWWT Manager** | | | |
| Outreach Education Officer | | | |
| **Purpose of role** | | | |
| * To look after the practical aspects of opening, running and closing the welcome hut. * To promote and enhance visitors’ enjoyment and understanding of wildlife, Blashford Lakes and the work of the Wildlife Trust. | | | |
| **Tasks involved in this role** | | | |
| * Welcoming and talking to members of the public about HIWWT, Blashford and wildlife/sustainability * Selling some Trust merchandise, handling small amounts of money and keeping records of sales. * Loan out pond dipping equipment to visitors to be used in Blashford’s dipping pond. Provide instructions and advice on safe use, check, clean and dry pond dipping area and equipment at the end of the day. * Encourage visitors to take part in current Trust or Blashford Lakes quiz/animal spotting activities or campaigns. * Help visitors with their identification and knowledge of wildlife and help them get the best out of their visit to the nature reserve. * Be a ‘visible presence’ on site and provide a friendly, approachable point of contact for visitors. Provide information to visitors and ensure that their behaviour is compatible with the aims of managing a nature reserve. * Help maintain the Welcome Hut & the surrounding area in a safe, clean and tidy condition by clearing up rubbish as appropriate and making sure leaflets are available. Carry out daily checks on infrastructure, Centre lobby and toilets. * Undertake other appropriate assistance in relation to the role of Welcome Volunteer as may be reasonably requested by the Blashford Lakes staff team and Outreach Education Officer. * Work in compliance with the Trust’s Health and Safety Policy, GDPR policy and Safeguarding & Child Protection Policy at all times, taking appropriate action and reporting back on potential hazards, accidents and other issues such as evacuation and emergency procedures. | | | |
| **May include opportunities to…** | | | |
| * Unlocking and locking Centre, car parks, hides and Welcome Hut and being a key holder for the site. * Promote and encourage visitors to support the Trust through membership, donations, attending events and volunteering. * Undertake minor wardening and practical site management tasks, for example cutting back overhanging branches or dealing with minor path obstructions and problems. | | | |
| **Skills and abilities needed** | | | |
| Essential:   * Trustworthy, reliable and responsible * Happy to talk to members of public * Ability to remain motivated and enjoy watching wildlife on “quiet” days with fewer visitors * Happy to handle small amounts of money * Willingness to be identifiable as a volunteer by wearing Trust uniform (provided).   Desirable:   * Experience of working with members of the public * Previous or current volunteering experience with the Trust in other capacities * Ability to enthuse visitors * Have an interest in local wildlife, particularly watching it and learning about it * Have an interest in wildlife conservation and sustainability | | | |
| **What’s in it for you…!** | | | |
| * Meet new people * Learn new skills * Gain experience in being involved with the Wildlife Trust * Have an influence and input into your local wildlife reserve * Possible opportunities for taking part in training courses relevant to the role | | | |
| **Expenses** | | | |
| Reimbursement of out of pocket expenses agreed with your HIWWT manager. | | | |
| **Start date** | January 2019 | **Review date** | January 2020 |

**These arrangements are binding in honour only and are not intended to be legally binding.**