

## Volunteer Role Outline

<p><b>Role Title</b> Local group – Committee Member (Volunteer)</p>
<p><b>Location</b> Isle of Wight Local Group</p>
<p><b>Times, days and frequency we'd like you to be available</b> Local Group meetings take place 3-4 times a year usually in an evening. Events are held up to 12 times a year, depending on location of the Local Group and these are held on a mix of day and evening events. Committee member's time is used to both plan and organise events as well as providing support on the day though it may not be necessary for you to support all events.</p>
<p><b>HIWWT Manager/Supervisor</b> Chair of the Local Group (on behalf of the Trust).</p> <p>The Director of Fundraising at the Trust is primary link with Local Groups and may also be a key point of contact for this role.</p>
<p><b>Purpose of role</b> The aim of the Local Group is to support the work of the Trust at a local level. The work of the Local Groups is varied and includes;</p> <ul style="list-style-type: none"> <li>• Organising a programme of walks and talks in their local area</li> <li>• Attending local shows/events to raise awareness of the Trust</li> <li>• Engaging and inspiring people about local wildlife</li> <li>• Fundraising</li> </ul> <p>There are currently 10 active Local Groups throughout Hampshire all of which are run by volunteers who give their valuable time and enthusiasm to organise events and fundraise.</p> <p>All Local Groups are coordinated by a committee within which there are various roles including Chair, Treasurer, Secretary and Event Organisers.</p> <p>This role is for Local Group Committee Members (Isle of Wight Local Group).</p>
<p><b>Tasks involved in this role</b></p> <ul style="list-style-type: none"> <li>• Attending Local Group meetings</li> <li>• Working as part of a team to arrange events, generally walks or talks. This includes finding and booking venues, organising publicity materials, completing booking forms and undertaking risk assessments. Events are held up to 12 times a year, depending on location of the Local Group</li> <li>• Attendance at organised events and talks which includes greeting members of the public, completing sign in sheets, assisting with the provision of refreshments at events</li> <li>• Role outline created Jan 2015</li> <li>• Transporting display materials or leaflets to venues with in your local area i.e. local libraries</li> </ul>

## **Skills and abilities**

### **Essential**

- Interest in wildlife and conservation
- Enjoys organising and running activities for members of the public
- Comfortable speaking to members of the public of all ages
- Approachable manner

### **Desirable**

- Previous experience of coordinating events for the public
- Experience of working closely with a Charitable Trust
- Previous fundraising experience
- Current First Aid Certificate

### **Specific considerations**

- You will need to be a member of the Trust to join our Local Group Committees and be happy to complete a volunteer registration form.
- Must have own transport or be able to travel around the local area.

### **What's in for you?**

- Chance to meet new people
- Chance to get involved with new activities and to share your passion for wildlife with the public and support the work of the Trust
- Opportunity to learn more about the Wildlife Trust and how it manages its reserves for wildlife
- Support from Trust staff and other Group members to enable you undertake the role

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