



Volunteer Role: Great Fen Summer Events Volunteer

Support Person	<i>Diana Spencer</i>
Role Purpose	<i>Help and assist on regular Great Fen events and activities with the opportunity to develop and run their own events</i>
Specific Tasks	<p><i>The Volunteer Great Fen Summer Events Assistant role is to work as part of the team by contributing to the delivery of the Great Fen's education and community work.</i></p> <p><i>The Volunteer Assistant will gain valuable experience in education and community engagement work. Training to help you deliver the programmes will include first aid and health and safety courses. There will also be the opportunity to attend in-house wildlife training workshops and any external courses in education and community engagement that are organised.</i></p> <p><i>The main tasks will include assisting in organising and delivering regular family and child-friendly events throughout the summer holiday, as well as helping at larger community events.</i></p> <p><i>You'll gain knowledge and experience in event planning, interpretation, event promotion and event delivery. Many of our events have a wildlife focus, and most of them are outdoors, but you don't have to be a wildlife expert to apply.</i></p> <p><i>With support and assistance from the Great Fen team, you will also be able to design your own events for the summer.</i></p> <p><i>Your ideas for events could include outdoor play, craft and art, music, health and fitness, bush-craft or anything you're passionate about! We just want your events to make the most of the countryside and outdoor space around the Great Fen.</i></p>
Skills and Qualities Needed	<p>Volunteers will come from a wide range of backgrounds and will have many different qualities and skills. Essential skills and qualities for this role are:</p> <p><i>Some experience working with children and families</i></p> <p><i>Some experience of working face to face with the public</i></p> <p><i>Some experience delivering and/or planning fun family events or education, ideally in the outdoors</i></p> <p><i>Be prepared to hold an enhanced DBS check</i></p> <p><i>Interest in outdoor education and/or outdoor play and in encouraging children and families to enjoying the natural environment.</i></p>

	<p><i>A basic understanding of health and safety and child protection.</i></p> <p><i>Some knowledge of risks involved in running events outdoors would be useful.</i></p> <p><i>Basic knowledge and interest in wildlife and the natural environment would be advantageous</i></p> <p><i>Good face to face communication skills and the ability to engage a variety of audiences.</i></p> <p><i>Windows / Microsoft Office basic computer skills, including Word, Excel, Outlook, etc. Ability to use desktop publishing for posters would be advantageous</i></p> <p><i>High level of enthusiasm and self-motivation.</i></p> <p><i>Recognise when help is needed and willingly offer support to colleagues</i></p> <p><i>Potential to work on own initiative and as part of a team.</i></p> <p><i>Be an polite and engaging representative of the Great Fen team and the Wildlife Trust</i></p> <p><i>You will need your own transport to and from the Great Fen Countryside Centre.</i></p>
Commitment	<p><i>Between 2-4 days per week depending on our events and how much you're able to commit. This will include evenings and weekends.</i></p> <p><i>Role will last approximately between June-September 2018 but dates can be altered to accommodate the successful applicant</i></p>
Support and Training	<p>'The volunteer will be given regular guidance and support from the whole Great Fen team and our current volunteers. During this support any relevant training that may be required will be identified and the volunteer will be offered suitable training to meet their need.'</p>
Expectations of WTBCN Volunteers	<ul style="list-style-type: none"> • Willingness to abide by the Wildlife Trust BCN's Policies and Procedures • Willingness to use support systems • Co-operation with administrative tasks e.g. <i>filling in expenses forms</i> • Commitment to attend on-going training
Location of volunteering	<p><i>Great Fen, mainly at the Countryside Centre, Ramsey Heights but may include other locations around the Great Fen</i></p>

Task Description Updated: 1/5/18