



Volunteer Role: Voluntary Reserves Officer

Support Person	Assigned Reserves Officer
Role Purpose	Voluntary Reserves Officers will help with all aspects of nature reserve management. The role offers valuable hands-on training and experience in the practical habitat management skills and related office work necessary to manage the Wildlife Trust's nature reserves.
Specific Tasks	<p>Voluntary Reserves Officers will undertake a wide range of tasks these will include:</p> <ul style="list-style-type: none">• Carrying out practical habitat management tasks. (e.g. Coppicing, fencing, mowing).• Completing office tasks associated with nature reserve management. (e.g. general administration tasks, completing risk assessments, data entry).• Undertaking some survey and monitoring work associated with nature reserve management.• Undertaking training as required.• Adhering to all health and safety requirements.
Skills and Qualities Needed	<p>Volunteers will come from a wide range of backgrounds and may have many different qualities and skills.</p> <p>Essential skills and qualities for this role are:</p> <ul style="list-style-type: none">• Intending to pursue a career in wildlife conservation• Capable of using hand tools, power tools and machinery.• Able to work with a range of people from all age groups and backgrounds.• Willing to develop skills and standards of workmanship required in wildlife conservation.• Self-motivated, flexible and willing to work hard outdoors in all weathers.• A full driving license (this may not be necessary for some locations but is desirable). <p>Desirable skills and qualities for this role are:</p> <ul style="list-style-type: none">• Background knowledge of ecology, natural history and conservation.• Mechanical aptitude• Understanding of health and safety.• Computer literate.• Experience of similar tasks.• Willing to supervise and lead others.• Relevant qualification and/or experience.

Commitment	Able to commit to a minimum of 3 days a week for a minimum of 9 months.
Support and Training	<p>Voluntary Reserves Officers will be given regular one to one guidance and support by their assigned Reserves Officer.</p> <p>A scheduled programme of in-house training is provided by staff from various teams across the three counties aimed at improving volunteers' ecological and practical knowledge. This includes, but is not limited to, training in: Hedgelaying, livestock management, coppicing and botanical surveying.</p> <p>Formal externally certified training will be given in the use of chainsaws and brushcutters, as well as first aid.</p>
Expectations of WTBCN Volunteers	<ul style="list-style-type: none"> • Abide by the Wildlife Trust BCN's Policies and Procedures • Use support systems • Co-operation with administrative tasks <i>e.g. filling in expenses forms</i> • Commitment to attend training necessary for the role
Location of volunteering	<p>There are 8 places being offered in total:</p> <ul style="list-style-type: none"> • 2 with the East Cambridgeshire Reserves Team based at The Manor House, Cambourne and working on reserves across East Cambridgeshire. • 2 with the West Cambridgeshire Reserves Team based between two locations, Grafham Water, Perry and Corney's Barn, near Ramsey St Mary's and working on reserves across West Cambridgeshire. • 2 with the Northamptonshire Reserves Team based at Lings House, Northampton and working on reserves across Northamptonshire. • 1 with the Nene Wetlands Reserve Team based at the Nene Wetlands Visitor Centre, Rushden Lakes, Northamptonshire. • 1 with the Pitsford Water Nature Reserve Team based at Pitsford Water, Holcot, Northamptonshire.

Task Description Updated: 18/04/2018