

**Volunteer Role:** Wildside Project Events Assistant (temporary)

|  |  |
| --- | --- |
| **Support Person** | Ryan Clark |
| **Role Purpose** | WILDside is a Heritage Lottery Fund supported project covering Northamptonshire that is run by the Northamptonshire Biodiversity Records Centre. This project started in March 2017 and lasts until December 2019. The project aims to enthuse and enable the next generation of wildlife recorders across Northamptonshire. This includes encouraging new recorders and supporting existing recorders to develop their skills.This is a temporary role, primarily to help with Wildside outdoor events and possibly assist with the associated administration.  |
| **Specific Tasks** | The Wildside Project Events Assistant role is needed to assist the project co-ordinator to help run outdoor events, workshops and talks that are planned for the remainder of this summer.This role will provide valuable experience in event management skills, public engagement activities, health and safety awareness and risk assessment processes. The post will provide opportunities to improve your natural history skills and learn about recording wildlife. The main tasks will include; assisting in the preparation, delivery and administration of WILDside public engagement throughout the summer wildlife recording season. This includes; project promotion, invite only county recorder events, public engagement talks & bioblitz events, as well as survey and identification workshops. Other tasks would include compiling signing in sheets and supporting event feedback documentation.  Events are held both during the week and at week-ends, thus some flexibility is required. You will be helping to transport equipment and support the project co-ordinator to run the event. You will also be helping enthuse the public about our natural environment and promote wildlife recording across the county. |
| **Skills and Qualities Needed** | Volunteers will come from a wide range of backgrounds and will have many different qualities and skills. Desirable skills and qualities for this role are:* Your own transport would be desirable for travelling between Lings house and to events around Northamptonshire. Travel expenses will be reimbursed.
* Some experience of working face to face with the public
* Some experience of working with children and families – a DBS isn’t required but would be beneficial
* Basic knowledge and interest in wildlife and the natural environment would be advantageous
* Good face to face communication skills and the ability to engage a variety of audiences
* Windows/Microsoft Office basic computer skills, including Word, Excel etc.
* Have a high level of enthusiasm and motivation
* A basic understanding of health and safety
* Some knowledge or understanding of the risks involved withrunning events outdoors would be useful
 |
| **Commitment** | Between 1 – 2 days per week depending on our events and how much time you’re able to commit. This will include week-ends.The role will initially last about 2 months though this may be extended. |
| **Support and Training** | ‘The volunteer will be provided with one to one guidance and support from the NBRC manager, Wildside project co-ordinator and the NBRC team. During this support any relevant training that may be required will be identified and the volunteer will be offered suitable training to meet their needs.’ |
| **Expectations of WTBCN Volunteers**  | 1. Willingness to abide by the Wildlife Trust BCN’s Policies and Procedures
2. Willingness to use support systems
3. Co-operation with administrative tasks *e.g. filling in expenses forms*
4. Commitment to attend on-going training
 |
| **Location of volunteering** | *NBRC office is at Lings House, Billing Lings, Northampton, events will be held at various locations within Northamptonshire* |

Task Description Updated: *27/06/2018*