



## Volunteer Role: Cambourne Communities and Wildlife Assistant

<b>Support Person</b>	Rebecca Neal Communities and Wildlife Officer
<b>Role Purpose</b>	The purpose of this role is to support the Communities and Wildlife Officer to deliver community events in Cambourne. Most of these events are family activities on Cambourne Nature Reserve such as walks, outdoor art and pond dipping, which happen during school holidays. We also deliver walks, talks, and other events for adults, as well as some indoor activities at our head office and work in schools. A volunteer in this role might come along to the event to ensure participants get the most out of the activity, or they might support behind the scenes by publicising the event locally or helping to plan events.
<b>Specific Tasks</b>	A volunteer may work on one, or more than one aspect of this volunteer role: <b>Planning an event</b> <ul style="list-style-type: none"><li>• Meet with the Communities and Wildlife Officer to plan the activity</li><li>• Help create resources if needed (equipment supplied)</li></ul> <b>Publicising an event</b> <ul style="list-style-type: none"><li>• Put up posters locally</li><li>• Publicise the event through local social media</li></ul> <b>On an event</b> <ul style="list-style-type: none"><li>• Keep track of equipment</li><li>• Keep track of timing</li><li>• Interact with participants by answering questions and pointing out wildlife</li><li>• Ensure people are following health and safety guidance</li><li>• Be a back-marker on walks</li></ul>
<b>Skills and Qualities Needed</b>	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: <ul style="list-style-type: none"><li>• A local connection</li><li>• Experience working with young people</li><li>• Willingness to work outside in all weathers</li><li>• Some knowledge of local wildlife</li><li>• Enthusiasm about nature and environmental issues</li></ul>
<b>Commitment</b>	A minimum of 3 hours a week during school holidays when directly supporting delivery will mean you can help set up, deliver and tidy away a two hour activity. The Communities and Wildlife Officer may have 4 two-hour sessions or two longer sessions per week during the holidays. To support behind the scenes, you might be required half a day every month. Depending on the task, this might be during working

	hours based at our head office if doing a planning session, or whenever you are free if helping to publicise.
<b>Support and Training</b>	The volunteer will be given regular one to one guidance and support. 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 (e.g. first aid and safeguarding training)
<b>Expectations of WTBCN Volunteers</b>	<ul style="list-style-type: none"> <li>• Abide by the Wildlife Trust BCN's Policies and Procedures</li> <li>• Use support systems</li> <li>• Co-operation with administrative tasks e.g. filling in expenses forms</li> <li>• Commitment to attend on-going training</li> <li>• Undergo a DBS check</li> </ul>
<b>Location of volunteering</b>	<ul style="list-style-type: none"> <li>• Cambourne Nature Reserve</li> <li>• The Wildlife Trust BCN, The Manor House, Broad Street, Great Cambourne, Cambridge CB23 6DH</li> </ul>

Task Description Updated: 13/01/20