

**Volunteer Role:** Voluntary Communities & Wildlife Officer

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| **Support Person** | Ruth Sneath – Community Wildlife Manager |
| **Role Purpose** | The Voluntary Communities and Wildlife Officer will help with all aspects of community engagement work with South Bedfordshire communities (North Chilterns Chalk). The role offers valuable development of knowledge, skill and experience in a wide range of aspects of conservation education and community work, including associated office planning work, necessary to engage communities in wildlife conservation. |
| **Specific Tasks** | The Voluntary Communities and Wildlife Officer will undertake a wide range of tasks. These will include:   * Supporting the delivery community events and activities, and outreach programmes, to a range of audiences. * Taking on a key role with engaging and educating dog walkers on our reserves. * Recruiting young people into our Youth Ranger Scheme. * Helping to improve and increase communications from the North Chilterns Chalk Education team. * Undertaking training as required * Adhering to all health and safety requirements |
| **Skills and Qualities Needed** | Volunteers will come from a wide range of backgrounds and may have many different qualities and skills.  Essential skills and qualities for this role are:   * Intending to pursue a career or permanent interest in environmental education / wildlife conservation * Able to work with a range of people from all age groups and backgrounds * Good communication skills * Be prepared to hold an enhanced DBS check * Willing to develop skills and standards of workmanship required in community engagement / education in wildlife conservation * A high level of enthusiasm and self-motivation, and willingness to be flexible * The potential to work on own initiative as well as part of a team * A full driving license (this may not be necessary for some locations but is desirable). * Windows / Microsoft Office basic computer skills, including Word, Excel, Outlook, publisher and social media platforms.   Desirable skills and qualities for this role are:   * A basic understanding of health and safety, and child protection*.* * Experience of engaging with the public in a variety of settings * Some experience of planning and delivering activities in the outdoor natural environment * Willing to supervise and lead others * Background knowledge of ecology, natural history and conservation |
| **Commitment** | Able to commit to a minimum of 2 days a week for a minimum of 6 months. |
| **Support and Training** | The Voluntary Communities and Wildlife Officer will be given regular one-to-one guidance and support by the Community Wildlife Manager.  In-house training in aspects of community engagement work is provided by Trust staff, aimed at improving volunteers’ skills and knowledge. There will also be the opportunity to attend in-house training workshops, and externally certificated courses in first aid and community engagement skills. |
| **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 training necessary for the role |
| **Location of volunteering** | Office base in Toddington , although travel around Bedfordshire ( possibly Cambourne) will be required |

Task Description Updated: 30/10/19