

**Volunteer Role:** Great Fen Community and Education Assistant

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| **Support Person** | Communities and Wildlife Officer  |
| **Role Purpose** | The purpose of this role is to support the Communities and Wildlife team at the Great Fen to deliver a variety of community events and educational visits at the Wildlife Trust Countryside Centre, Ramsey Heights including ‘Little Bugs’ pre-school group, Wildlife walks, family Wildlife themed events and educational visits.  |
| **Specific Tasks** | A volunteer role would include aspects of the following;**Planning an event:*** Meet with the Communities and Wildlife team to plan the activity
* Help create resources if needed (equipment supplied)

**Publicising an event:*** Put up posters locally
* Publicise the event through local social media

**At an event/Education visit:*** Welcome visitors and support the staff lead.
* Support and encourage our families, representing the Wildlife Trust BCN in a friendly manner.
* Interact with participants by answering questions and sharing knowledge and enthusiasm of local wildlife
* Ensure people are following Health and Safety guidance
* Assist with guided walks, ensuring everyone stays together
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| **Skills and Qualities Needed** | We welcome volunteers from a wide range of backgrounds with different qualities and skills. Desirable skills and qualities for this role are:* Experience working with young people
* Willingness to work outside in all weathers
* Some knowledge of local wildlife
* Enthusiasm about nature and environmental issues
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| **Commitment** | Commitment to the role will depend on individual availability, examples of frequency of events are given below: * Education visits - Ran term time (2 days a week in peak months)
* ‘Little Bugs’ - Ran term time March – December (Friday mornings)
* Family Events – Ran during school holidays (usually Wednesday/Thursday)
* Guided Walks – Ran throughout the year (roughly one per month)
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| **Support and Training** | Volunteers will receive guidance and support by the Communities and Wildlife Team. Any relevant training will be identified and provided to support specific needs. We provide first-aid and safeguarding training.  |
| **Expectations of WTBCN Volunteers**  | 1. Willingness to abide by the Wildlife Trust BCN’s Policies and Procedures
2. Willingness to use support systems
3. Commitment to attend on-going training
4. Willingness to undergo a DBS check
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| **Location of volunteering** | Wildlife Trust Countryside Centre, Chapel Road, Ramsey Heights. PE26 2RS |
| We’re wild about inclusion! We want our people/staff to be as diverse as wildlife.  As an inclusive employer we recognise that our workforce needs to better reflect the communities in which we live and work.  We actively encourage applications from people of all backgrounds, identities and cultures.  We believe that a diverse workforce will help us create our vision of ‘people close to nature, with land and seas rich in wildlife. |

Task Description Updated: *22/11/2021*