

## Volunteer Role Description

<b>Role title</b>
Events Volunteer
<b>Based at location</b>
Windsor Great Park Environmental Centre
<b>Purpose of the role</b>
<p>To help support the co-ordination and running of a range of nature and wildlife based adult learning events at Windsor Great Park.</p> <p>These events range from wildlife walks and nature-based art to mindful photography and forest bathing.</p>
<b>Type of work in which you will be involved</b>
<ul style="list-style-type: none"> <li>• Opening the site at evenings and weekends to enable access for course facilitators and attendees</li> <li>• Helping to prepare for the event: this might involve setting up a warm drinks station, preparing information and signage etc.</li> <li>• Welcoming visitors attending the events, answering questions, making them a warm drink and guiding them to the event site</li> <li>• Help the session run smoothly by staying with the group for the duration of the session and supporting the facilitator with any issues that may arise</li> <li>• Providing first aid if necessary (First Aid training can be provided)</li> <li>• Supporting the Learning Support Officer in marketing and promoting the Lifelong Learning events programme</li> <li>• Becoming familiar with and then following BBOWT's Health and Safety Policy at all times</li> <li>• Giving any other appropriate assistance as may be reasonably requested</li> </ul>
<b>Skills required</b>
<ul style="list-style-type: none"> <li>• Organisational skills – being punctual and dependable</li> <li>• Good communication skills</li> <li>• A people person– welcoming and able to problem-solve</li> <li>• Marketing</li> <li>• Ideally, events delivery experience</li> <li>• Ability to walk on uneven, rough terrain</li> </ul>

<b>Suitable for Under 18s</b>
No
<b>Times/days we would like you to be available</b>
Minimum four events per year (four weekday evenings/weekend daytime sessions)
<b>Benefits</b>
<ul style="list-style-type: none"> <li>• The chance to be actively involved in Berkshire, Buckinghamshire &amp; Oxfordshire Wildlife Trust's (BBOWT) inspiring adult education work</li> <li>• Work at our lovely private site in the heart of Windsor Great Park</li> <li>• Gain events, marketing and customer service experience</li> <li>• Help people connect with nature</li> <li>• Free participation at some Lifelong Learning sessions</li> <li>• Promote BBOWT</li> <li>• Join a great team of staff and volunteers</li> <li>• Learn about the site and its wildlife.</li> <li>• Increase experience in event management</li> <li>• Training &amp; development opportunities</li> <li>• Volunteers with the Trust can attend online talks and guided walks.</li> <li>• Attend annual thank-you events with opportunities to meet other volunteers and staff and hear about the activities and strategies of the Trust</li> <li>• Email newsletter for volunteers called Grapevine</li> </ul>
<b>You will be responsible to</b>
Learning Support Officer
<b>Interview, References or DBS check required</b>
Informal interview and a DBS check is required. Safeguarding training is compulsory.