

Volunteer Role Description

Role title
Christmas Tree Sale Organiser
Based at location
NDC Thatcham
Purpose of the role
<p>To organise the sale of Christmas trees at NDC, to attract visitors, and raise funds for BBOWT.</p> <p>This event has been running for several years and is part of a larger tree cutting and selling operation with other sales at Crowthorne and Caversham. The current organiser of the NDC sale lives in Reading and would like to hand over to a local volunteer so she can reduce travelling and concentrate on the Caversham sale. Advice and support will therefore be available if required.</p>
Type of work in which you will be involved
<ul style="list-style-type: none"> • Liaison with the volunteers who organise the tree cutting • Liaison with NDC staff about tree cutting and the sale • Ensuring the event is publicised locally and via BBOWT • Sourcing holly, mistletoe and any other saleable items • Maybe organising events to make wreaths or other Christmas goods • Organising the sale at NDC of trees and other Christmas goods
Skills required
<p>Basic organisational and communication skills are needed to communicate with the other parties involved.</p> <p>Crafting skills might be used if you want to produce wreaths or willow stars etc for sale. Marketing and sales skills might increase the revenue from the sales.</p>
Suitable for Under 18s
<p>18+ independently</p> <p>14-17 with supervision of an 18+ volunteer</p>

Times/days we would like you to be available
<p>The actual sale is currently held on one day at a weekend at the beginning of December.</p> <p>Most of the organisational work can be done by email or phone call.</p> <p>You would be welcome to help cut the trees, make wreaths and willow stars etc, and join other events like Apple Day in October</p>
Benefits to volunteer & possible training opportunities
<ul style="list-style-type: none"> • Develop your organisational and selling skills • Raise significant amounts of money for BBOWT • Opportunity to promote Berks, Bucks and Oxon Wildlife Trust • Join a great team of volunteers and staff and could learn about the site and its wildlife. • BBOWT arranges annual thank-you events with opportunities to meet other volunteers and staff and hear about the activities and strategies of the Trust • Receive an email newsletter for volunteers called Grapevine
You will be responsible to
NDC staff, and the Christmas Tree Sales volunteers
Expenses payable
No
Interview, References or DBS check required
To find out more about the role please contact Tricia: tricia@marcouse.com

