



Volunteer Role Description 2019

Role title:
Wildlife Trainee: Education (West Berkshire)
Based at location (please indicate if disabled access is available):
Nature Discovery Centre, Thatcham, RG19
Purpose of the role:
<ul style="list-style-type: none">• To assist the Berkshire Education team with the delivery of education programmes
Key areas of involvement:
<ul style="list-style-type: none">• Assisting with, and potentially leading, school parties and other groups visiting the site• Assisting with our outreach programme (e.g. visits to education sites)• Supporting the development and delivery of educational events for families, specialist groups and the general public (on and off site)• Assisting with maintenance and development of educational resources and facilities• Day to day operation of education sessions, including the setting up and packing down of educational resources.• Carrying out general administrative tasks that support the work of the education team• Ensuring that all health and safety obligations are met in all aspects of the role• Promoting a culture of membership recruitment within the team• Undertaking any other duties as delegated by the line manager, Head of Department or Chief Executive

Experience & / or qualifications needed:

Essential:

- Desire to work in environmental education
- Desire to work with children
- Good communication skills
- Good organisational skills
- Ability to deal with the general public, Trust members and volunteers in a friendly and professional manner in a variety of situations
- Enthusiasm for developing the skills and standards required to carry out environmental education, family events and activities
- Ability to engage with a range of people from different age groups and backgrounds
- Willingness to be flexible and resourceful
- Willingness to engage in basic duties needed for running a centre
- A good general knowledge of wildlife and habitats

Desirable:

- Relevant education and/or experience working/volunteering with children and young people
- A good understanding of Health & Safety requirements and welfare issues of working with children
- Current UK-valid driving licence

Times/days we would like you to be available:

- A commitment to 2-3 days a week for 6 -9 months is required, starting (ideally) in March.
- Hours: usually 8am – 4pm (with some flexibility given and required).

Benefits to volunteer & possible training opportunities:

- This busy, hands-on Traineeship provides an ideal starting point towards a paid job in the environmental education sector
- This post offers a great opportunity for you to develop your skills in the environmental education field and build experience in informing and inspiring children in an outdoor setting
- A range of courses (including accredited) are offered through BBOWT's Training Programme
- First Aid training can be arranged

You will be responsible to:

County Education Officer

Expenses payable:

Limited travel expenses are available.