



## Volunteer Role Description 2019

<b>Role title:</b>
<b>Wildlife Trainee: Education (Windsor Great Park)</b>
<b>Based at location</b> (please indicate if disabled access is available):
<b>Windsor Great Park, Windsor SL4 2BY</b>
<b>Purpose of the role:</b>
<ul style="list-style-type: none"> <li>To assist the Berks Education team with the delivery of education programmes</li> </ul>
<b>Key areas of involvement:</b>
<ul style="list-style-type: none"> <li>Assisting with, and potentially leading, school parties and other groups visiting the site</li> <li>Assisting with our outreach programme (e.g. visits to education sites)</li> <li>Supporting the development and delivery of educational events for families, specialist groups and the general public (on and off site)</li> <li>Assisting with maintenance and development of educational resources and facilities</li> <li>Day to day operation of education sessions, including the setting up and packing down of educational resources.</li> <li>Carrying out general administrative tasks that support the work of the education team</li> <li>Ensuring that all health and safety obligations are met in all aspects of the role</li> <li>Promoting a culture of membership recruitment within the team</li> <li>Undertaking any other duties as delegated by the line manager, Head of Department or Chief Executive</li> </ul>

<b>Experience &amp; / or qualifications needed:</b>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Desire to work in environmental education</li> <li>• Desire to work with children</li> <li>• Good communication skills</li> <li>• Good organisational skills</li> <li>• Ability to deal with the general public, Trust members and volunteers in a friendly and professional manner in a variety of situations</li> <li>• Enthusiasm for developing the skills and standards required to carry out environmental education, family events and activities</li> <li>• Ability to engage with a range of people from different age groups and backgrounds</li> <li>• Willingness to be flexible and resourceful</li> <li>• Willingness to engage in basic duties needed for running a centre</li> <li>• A good general knowledge of wildlife and habitats</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Relevant education and/or experience working/volunteering with children and young people</li> <li>• A good understanding of Health &amp; Safety requirements and welfare issues of working with children</li> <li>• Current UK-valid driving licence</li> </ul>
<b>Times/days we would like you to be available:</b>
<ul style="list-style-type: none"> <li>• A commitment to 2-3 days a week for 6 -9 months is required, starting (ideally) in March.</li> <li>• Hours: usually 8am - 4pm (with some flexibility given and required).</li> </ul>
<b>Benefits to volunteer &amp; possible training opportunities:</b>
<ul style="list-style-type: none"> <li>• This busy, hands-on Traineeship provides an ideal starting point towards a paid job in the environmental education sector</li> <li>• 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</li> <li>• A range of courses (including accredited) are offered through BBOWT's Training Programme</li> <li>• First Aid training can be arranged</li> </ul>
<b>You will be responsible to:</b>
County Education Officer
<b>Expenses payable:</b>
Limited travel expenses are available.