



## Volunteer Role Description: Events

**Role:** Events Volunteer

**Purpose of Role:** To help promote our charity and its objectives for learning and conservation to the general public, encouraging people to take part in our activities and engage with nature

**Location:** Nature reserves across the Tees Valley, Margrove Park Heritage Centre, sites across the region (usually town centres)

**Volunteering Hours:** Mainly daytimes between 9am and 5pm, often held during school holidays

**Duration:** Events are usually one-off opportunities for volunteering but can also be part of an events programme and we would greatly appreciate volunteers agreeing to help at more than one event

**Availability:** Please visit our website for updates to our events calendar and contact our Development Officer, Jen Hagan to find out about opportunities for volunteering

**Reporting to:** Volunteer supervisors will be assigned depending on the nature of the event

**Special Requirements:** Events are often held outdoors and therefore appropriate clothing and footwear (waterproofs and walking boots if necessary), a packed lunch and a drink will be needed. It is helpful if you can arrange your own transport to event sites and claim the expenses for fuel / public transport back from us but if this is not possible we may be able to arrange to pick you up and drop you off somewhere convenient near to your home.

**Skills / Qualifications/Health criteria:** Events volunteers do not need to have any prior knowledge or experience in the area or working with the general public but any qualifications held in an appropriate discipline would be highly valued as would a background in working with a range of audiences. All relevant training will be provided. Although this work is not particularly physically demanding our events may involve setting up tables and chairs, walking on uneven ground, using small hand tools and light aerobic activity e.g. equivalent to general garden maintenance but alternatively they may involve standing for long period of time at one particular station. We can support volunteers who may have learning difficulties, although it is important that volunteers can follow simple instructions and this role is likely to involve activities that require basic numeracy and literacy skills.

**Personal Qualities:** We expect all our volunteers to be enthusiastic, polite and helpful wherever necessary, acting as representatives of the Wildlife Trust. Because this role involves working with the general public across a range of age groups and abilities it is important that you are confident, have excellent communication

skills and patience. Events volunteers spend most of their time trying to engage people who may never have heard of the Wildlife Trust or been involved in any conservation activity before so this attitude is all the more important! We need our events volunteers to be organised, to be ready on time and committed to volunteering when they have agreed to. It is possible that any particular event, for no particular reason may be incredibly busy or very quiet, so volunteers do need to be prepared for both these possibilities.

### **Main Duties:**

Tasks are varied in this role depending on the workshop but can be expected to involve:

- Helping to prepare and set up for events
- Promoting the Wildlife Trust
- Encouraging membership and fundraising
- Encouraging people to get involved in activities
- Speaking to small and large groups of people
- Facilitating and supervising activities
- Responding to enquiries
- Tidying up after an event

We would never expect any of our volunteers to do anything that might make them feel uncomfortable in any way e.g. speaking to large groups, so please inform your assigned supervisor if there is a task you would rather not take part in, or equally if there is something you would really like to do. The events we hold are usually seasonal but very varied, some may occur annually and some may be one-offs but there will always be the chance to meet new people and try new things – there are certainly never two events the same!

### **Potential Risks:**

Risks identified under this role are minimal; however events can be varied and are often held outdoors so risk assessments are completed in accordance with this. General risks are associated with manual handling, trip hazards, use of equipment e.g. educational events may include working with scissors and promotional events may involve using laptops and projector screens for example. When working with the general public it is also expected that volunteers in this role will be aware of risks to their own safety as well as to the safety of those attending the event, and also aware of any risk assessments made by the organisers of the event. We have fully trained first aiders, first aid boxes, accident recording procedures and a health and safety policy which is available for all volunteers to read in the administration office or can be sent electronically.

**Other Notes:** Events volunteers will always be supported by a member of Wildlife Trust staff. We usually need help to deliver events but if you have ideas for an event or would like to be involved in planning one please let us know!