Volunteer Assistant Project Officer – Bartonsham Meadows
6-month placement available
Role description

Role title:	Volunteer Assistant Project Officer - Bartonsham Meadows
Responsible to:	Project Manager/Community Project Officer
Hours:	3 days per week, ideally Monday, Tuesday, Wednesday
Travel and training package:	£1600 for Expenses and training. **Training**; There is a budget associated with this role, based on relevant applicants' needs for externally accredited training. **Expenses**; This is not a salaried role but out of pocket expenses and other reasonable expenses are paid including travel expenses.
Based:	Queenswood Country Park, HR6 0PY and Bartonsham Meadows, Hereford HR1 2RB

The Package.

This is an excellent opportunity for someone aiming for a career in managing and developing a busy urban Nature Reserve, working with committed local volunteers and groups.

There is a travel and training allowance of £1600 for this role which can be tailored to the specific needs and interests of the individual.

The role will be managed and supported by two experienced team colleagues as well as having access to other areas of this vibrant and busy organisation.

Main purpose of Role

An opportunity to gain work experience and training in practical and applied conservation work with a Wildlife Trust in beautiful Herefordshire. This role is unique in offering the postholder the opportunity to work with the 'Restoring Bartonsham Meadows' Project, a National Lottery Heritage Funded project run by Herefordshire Wildlife Trust.

Training will be provided in many aspects of reserve management and community engagement and can include the gaining of qualifications in relevant skills according to the candidate's background.

For maximum benefit to both the trainee and Herefordshire Wildlife Trust, a consistent commitment to the programme is expected, and the trainee is required to adhere to the terms in the Trust's volunteer policy as applicable.

Key elements

The Volunteer Assistant Project Officer will support the Project Team with their work, which through the year will include assisting, planning and running volunteer surveys and work parties at Bartonsham Meadows. There will also be opportunities to undertake species surveys, GIS mapping, supporting with school visits, youth groups and wider community groups and events.

1.To undertake all duties in accordance with Health and Safety and other relevant legislation, as well as Trust policies, plans and procedures and recognised best practice.

2. To undertake duties and training as outlined in the trainee programme (to be agreed with the postholder) and to record training and experience gained.

3. To participate in practical activities required to manage the Restoring Bartonsham Meadows Project.

4. To help maintain vehicles, machinery, equipment and tools in a safe and effective condition and to ensure that they are used in an appropriate manner.

5. To help promote the Trust and its work by supporting the provision of guided walks, presentations, the preparation of interpretative materials, and through participation in events and activities.

6. To deal with enquiries from the public, members and other interested parties in a timely, polite and effective manner and to be a regular presence at Bartonsham Meadows.

7. To carry out any other duties as required by the Project Staff.

Personal Specification Experience, Qualities and Skills

1. Experience

- A demonstrable commitment to a career in nature conservation is essential.
- Basic knowledge of habitat management principles and some experience of practical conservation is desirable but not essential (all necessary training will be given).
- A genuine enthusiasm for wildlife and habitats
- Experience of working with people from a wide variety of backgrounds (in a paid or voluntary capacity)

2. Skills

- Good written and oral communication skills.
- Excellent interpersonal skills
- The ability to work on own initiative as well as working as a member of a close-knit team.
- Literate with Microsoft based office software, web and email.
- A full UK-valid driving licence is desirable but the role is possible without this.

3. Personal qualities

- Demonstrable interest in UK wildlife and nature conservation.
- Willingness to learn and take responsibility for own professional development.
- Willingness to work outdoors in all weathers.
- A reasonable level of fitness
- A positive “can do” attitude
- A desire to make a difference
- Willingness to share knowledge of wildlife with others, both informally and formally
- Excellent organisational and time-management skills.
- A commitment to equal opportunities.

This role profile is not intended to be legally binding between the Trust and the trainee, and may be cancelled at any time at the discretion of either party