

Volunteer Task Outline



Task title: Event Assistant – Agricultural Shows

Location: Various locations across Northern Ireland

Time: Events are scheduled for 2018 onwards – they are usually held during Spring/Summer. Please note that some shows/fairs will take place at weekends

Volunteer Manager: Michelle McCaughtry

<p>Task summary</p>	<p>The Woodland Trust is one of the UK’s leading conservation charities. We have over 500,000 members and supporters and more than 1,000 sites all over the UK. We believe life’s better with trees. We protect and campaign on behalf of the UK’s woods, plant more trees, and restore ancient woodland, for the benefit of wildlife and people.</p> <p>In this role you will have the opportunity to utilise your communication and people skills to work alongside other volunteers at events, to engage with the public and support event delivery.</p> <p>You will be using your natural enthusiasm, practical and people skills and your passion for nature to help us engage with the public to encourage them to become engaged with the Woodland Trust’s work.</p> <p>As with all volunteer roles you will be required to attend an induction to your volunteering role at the Woodland Trust. This is approximately 90 minutes long and is organised by your volunteering development officer. An interview and two references will be required for this role.</p>
<p>Role purpose</p>	<p>This role involves engaging and speaking to the public about the work of the Woodland Trust and supports our aims of achieving:</p> <p>“A UK Rich in Native Woods and Trees for People and Wildlife.”</p>
<p>Key activities</p>	<ul style="list-style-type: none"> • Be part of a volunteer rota for various Agriculture Events. • Attending pre event briefing calls over the telephone. • Engage with the public and deal with questions and enquiries at the event. • Give post event feedback so each event can be evaluated going forward. • Assisting with setting up the Woodland Trust stand. • Arrange displays on the stall including leaflets, handouts etc. • Collecting names and addresses of the public interested in engaging with Woodland Trust. • Delivering crafts/activities to generate interest on stall. • Tidying up after the event and breaking down event stall.

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	<ul style="list-style-type: none"> • Stock check, making sure everything goes back in boxes etc. • Adherence to the Volunteer Charter and Woodland Trust policies, procedures and guidelines. <p>As this task often involves access to confidential data you will be asked to act in accordance with our data security policies. Information will be provided during your induction, please ask if you wish to see a copy before then.</p>
<p>Experience / knowledge required including personal qualities</p>	<ul style="list-style-type: none"> • The ability to approach the general public and engage with them to collect their data to keep them informed about the Trust and to introduce them to the work of the Woodland Trust and our aims through individual conversations as appropriate. • To have a 'keen eye for detail' to help us present the stall so it is a memorable part of the event experience. • The ability to work with a 'practical head' independently at a busy event under guidance from the Event Manager. • The ability to communicate clearly and follow instruction to ensure the safety of visitors, volunteers and staff during any incidents on site. • To be able to move and lift event equipment such is necessary for your stall and follow good practice with regards to manual handling. • The ability to keep visitor data secure and confidential in line with Woodland Trust policies and data protection legislation. • A friendly and flexible outlook and comfortable to approach the general public . • Good verbal communication skills are a must. • An interest in woodlands, trees, nature and the work of The Woodland Trust.
<p>Equipment required</p>	<p>Woodland Trust will provide</p> <ul style="list-style-type: none"> • Induction and training. • Expenses for agreed travel. • Polo shirt and name badge. • <p>Volunteer provides</p> <ul style="list-style-type: none"> • Appropriate clothing and footwear for outdoor events. • Access to mobile phone, internet and an email address.
<p>Expenses</p>	<p>Expenses will be reimbursed for return journeys from home based on public transport cost or mileage at standard rates for the Woodland Trust. Other expenses must be agreed in advance with your volunteer manager.</p>

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<p>Health & Safety</p>	<p>The Trust has a health and safety policy supported by guidance and rules. The Trust provides risk assessments for each volunteering role. You will have a responsibility to flag up any risks the task may pose to you or others and discuss it with your volunteer manager.</p> <p>This role may entail lone working therefore you will need to feel comfortable working in this situation. We ask in this situation that you work in accordance with the Woodland Trust's lone working procedure. We would encourage, and can assist, in setting up a 'buddy system' for safety reasons. Any concerns regarding safety should be discussed immediately with a member of the volunteer team or the site manager.</p>
<p>Hours</p>	<p>Please keep a record of the hours you are involved with the task and send them to your volunteer manager each month. This allows us to promote and celebrate the value that volunteering adds to the work of the organisation.</p>
<p>Event support</p>	<p>As a Woodland Trust volunteer you may have the opportunity to support the Trust at events in your area. We will contact you when these occasions arise to see if you are available to help.</p>

A note about Conflict of Interest

It is important that volunteers avoid situations that give rise to a personal or business conflict of interest while undertaking their volunteer role. If a volunteer is in a situation where they may end up gaining financially or where their own self-interest and the interests of the organisation might be in conflict, it is important that the volunteer speaks to their volunteer manager as soon as possible.

Office Use Only			
Reference number for role			
Viva Level	US	S	P
Commitment Level	LT	F	O
References required	Yes		No
Expenses Codes	CC	TR	WO