

# Volunteer Task Outline



**Task title:** Woodland Warden

**Location:** Cabin Wood

**Time:** Visit once or twice a month

**Volunteer Manager:** Rosie Irwin / Stephen Duggan

<p><b>Task summary</b></p>	<p>The Woodland Trust is the UK's leading conservation charity, caring for the long term management and conservation of Cabin Wood. This river-edged tranquil woodland was once part of the Killymoon Castle estate. Follow its circular stone path through the mix of ancient woodland and newer planting and you'll find stunning wildflower displays in spring, spectacular views of the castle and countryside, abundant wildlife, and rich autumn colour - and it's all just one kilometre from town.</p> <p>The Volunteer Woodland Warden will support the Woodland Trust site manager in monitoring the condition of Cabin Wood on a regular basis, with regard to the best interests of the visiting public and native wildlife.</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.</p>
<p><b>Role purpose</b></p>	<p>This volunteer role will contribute towards the Woodland Trust's strategy of preserving, growing, maintaining and restoring woods and trees across the UK. As a Volunteer Woodland Warden you make a difference by being our eyes and ears on the ground, and feeding back any issues to your volunteer manager.</p>
<p><b>Key activities</b></p>	<ul style="list-style-type: none"> <li>• Walk the site on a regular basis noting things such as: interesting wildlife, maintenance issues or site problems/damaging activities</li> <li>• Represent the Trust in an appropriate manner when on site and inspire others to support us by referring any visitors to further information</li> <li>• Report any damage, incidents and activities to the site manager via regular reporting arrangements. This should be no more than once a month, apart from emergencies</li> <li>• Please do not confront other visitors about problems at the wood - report problems to the site manager. Please do report illegal activity directly to the local police, as well as site manager, for example the use of motorbikes in the woods and the lighting of fires</li> <li>• Attend at least one site visit per year with the site/volunteer manager. Always act in accordance with the risk assessment for the task provided to you</li> <li>• Carry out minor repairs/tasks at the Site Manager's request, only where appropriate training and equipment is available and safety procedures are</li> </ul>

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	<p>adhered to.</p> <ul style="list-style-type: none"> <li>• Adherence to the Woodland Trust Volunteer Charter, policies, procedures and guidelines.</li> </ul>
<b>Experience / knowledge required including personal qualities</b>	<ul style="list-style-type: none"> <li>• An understanding of the needs of the public and native wildlife.</li> <li>• Familiarity with the woods being monitored.</li> <li>• A sensible regard for health and safety.</li> <li>• Understanding and support of the Woodland Trusts principles of woodland management.</li> <li>• Ability and availability to visit the site throughout the year.</li> <li>• Access to phone or PC.</li> <li>• Enthusiasm and the ability to communicate effectively with the public.</li> <li>• A reasonable degree of physical fitness.</li> <li>• The ability to work within guidelines set by the site manager.</li> <li>• Genuine interest in conservation and woodlands.</li> </ul>
<b>Equipment required</b>	<p>The Woodland Trust will provide appropriate equipment for use whilst volunteering with us.</p> <ul style="list-style-type: none"> <li>• ID Badge, Branded Polo Shirt.</li> </ul> <p>Volunteers will need to provide</p> <ul style="list-style-type: none"> <li>• Suitable clothing and footwear for terrain and weather conditions.</li> <li>• Access to a phone and email address.</li> </ul>
<b>Expenses</b>	<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>
<b>Health &amp; Safety</b>	<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 will entail a considerable amount of lone working therefore you will need to feel comfortable working in this situation. 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 volunteering team or the site manager.</p>
<b>Hours</b>	<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 measure the impact and value that volunteering has on the work of the organisation.</p>
<b>Event support</b>	<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>

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## 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