

# Volunteer Task Outline



**Task title:** Woodland Working Group Leader

**Location:** Corcrain Wood

**Time:** 1-2 days per month on average

**Volunteer Manager:** Stephen Duggan (cover for Rosie Irwin– Site Manager)

<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 Corcrain Wood. This is one of The Woodland Trust’s “Woods On Your Doorstep” woodlands, created to commemorate the Millennium. It lies on the north western edge of Portadown town, between the Corcrain estate and the River Ballybay. It comprises wetland and young broadleaf woodland, which together make an important mosaic of habitats for wildlife.</p> <p>The Woodland Working Group Leader will lead and guide a group of volunteers on practical tasks within the Woodland Trust’s site in line with the site management plan and as agreed with the Volunteer Manager.</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><b>Role purpose</b></p>	<p>This is a volunteer leadership role that will contribute towards the Woodland Trust’s strategy of preserving, growing, maintaining and restoring woods and trees across the UK. This role supports your local woodland through the activities of the group and we hope this will encourage local people to use and respect the facilities of the wood and increase its value in the eyes of the local communities.</p>
<p><b>Key activities</b></p>	<ul style="list-style-type: none"> <li>• Ensure all members of the group have filled in an application form, seen the task outline and have received a safety briefing before commencing activity.</li> <li>• Forward newly completed application forms to your volunteering development officer as soon as possible.</li> <li>• Coordinate and schedule days of activity and liaise with working group members as needed.</li> <li>• Make appropriate decisions regarding activities and safety on the day. Lead and organise the group to carry out key agreed tasks.</li> <li>• Use tools and equipment in line with Health and Safety guidance and rules. Always acting in accordance with the risk assessment provided to you by the</li> </ul>

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	<p>volunteer manager. Take responsibility for disseminating this information to the other members of the group and maintain a safe working environment.</p> <ul style="list-style-type: none"> <li>• Guide the group to adhere to key Woodland Trust policies and procedures such as, but not exclusively; Health &amp; Safety, Safeguarding and Woodland Working Group Guidelines.</li> <li>• Adherence to the Volunteer Charter and Woodland Trust policies, procedures and guidelines.</li> <li>• Ensure the safety and maintenance of tools and equipment.</li> <li>• Responsibility for first aid and emergency contact details for the volunteers in the group in line with the Woodland Trust’s Data Protection Policy.</li> <li>• Liaise regularly with the volunteer manager including reporting any issues, additional equipment needs or concerns. Feedback on tasks, group progress and group hours monthly.</li> <li>• Maintain an awareness of Trust activity on the site through regular communication with volunteer manager.</li> <li>• You will receive an invitation to attend separate role specific training.</li> </ul> <p>Further specific details about the tasks for the group will be provided by the volunteer manager in line with the current site management plans and health and safety guidelines.</p>
<p><b>Experience / knowledge required including personal qualities</b></p>	<ul style="list-style-type: none"> <li>• Outdoor working experience.</li> <li>• A sensible regard for health and safety.</li> <li>• Record keeping.</li> <li>• Previous experience co-ordinating other people/volunteers.</li> <li>• First Aid is desirable but not essential as training will be provided.</li> <li>• An affinity with and commitment to the aims of the Woodland Trust.</li> <li>• Genuine interest in conservation, woodlands, and people engagement.</li> <li>• Ability to work as part of a team.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• The ability to lead and motivate groups of people from a wide range of backgrounds.</li> <li>• Reasonable level of fitness and stamina</li> <li>• Ability and availability to visit the site in all weathers dependent on risk assessment.</li> </ul>
<p><b>Equipment required</b></p>	<ol style="list-style-type: none"> <li>1. <b>The Woodland Trust will provide:</b> Any PPE noted in the Risk Assessment.</li> <li>2. <b>Volunteers will need to provide:</b> Suitable outdoor clothing appropriate for the weather conditions and sturdy footwear. Access to a mobile phone / Access to a laptop/PC / Access to email.</li> </ol>

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<b>Expenses</b>	Volunteers are entitled to 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.
<b>Health &amp; Safety</b>	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 and the group and discuss it with your volunteer manager.
<b>Hours</b>	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.
<b>Event support</b>	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.

## 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

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