

Volunteer Task Outline



Task title: Woodland Working Group Member

Location: West Lothian Woodland Trust Woods

Time: Approximately 6 tasks per year

Volunteer Manager: Nick Porter

<p>Task summary</p>	<p>The Woodland Trust is the UK’s leading conservation charity, caring for the long term management and conservation of the Woodland Trust woods in Livingston and the surrounding area. The woods included in Livingston itself are: Eliburn Woods, Railway Wood, East Wood, Ladywell, Knightsridge, Cousland, Kirkton, Bellsquarry, Murieston, Deans, Dedridge, Wilderness and Northwood. Outside Livingston there is Blaeberry Wood, Foulshiels and Hermand Beech Wood.</p> <p>The woodland working group member will form part of a working group of volunteers that focuses on performing practical tasks within the Woodland Trust’s site in line with the management plan and as agreed with the woodland working group leader and the volunteer manager.</p> <p>The woods in and around the built up areas of Livingston have great potential but are currently suffering from issues such as fly tipping and litter. The Woodland Working Group will work together to help clear this, reporting fly tipping as appropriate, as well as carrying out practical conservation tasks.</p> <p>As group member we would expect you to work within a group and not alone.</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>Role purpose</p>	<p>This role 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>Key activities</p>	<ul style="list-style-type: none"> • Supporting fellow volunteers on woodland working days to carry out practical conservation tasks. These tasks will range from removal of invasive non-native vegetation, to tree planting, litter picking and site maintenance. • Working on agreed tasks following the guidance of the Woodland Working Group Leader and Volunteer Manager. • Using 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 volunteer manager. • Regular communication with other Woodland Working Group Members and Woodland Working Group Leader to ensure awareness of Trust activity on the

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	<p>site.</p> <ul style="list-style-type: none"> • Report to the Woodland Working Group Leader any issues, additional equipment needs or concerns identified. • Undertake appropriate and ongoing training as detailed by the volunteer manager/ Working Group Leader and risk assessment. • Adherence to the Volunteer Charter and Woodland Trust policies, procedures and guidelines. <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>
Experience / knowledge required including personal qualities	<ul style="list-style-type: none"> • Outdoor working experience useful though not essential. • A sensible regard for health and safety. • An affinity with, and commitment to, the aims of the Woodland Trust. • Genuine interest in conservation and woodlands. • The ability to work within a group of people from a wide range of backgrounds. • Reasonable level of fitness and stamina.
Equipment required	<p>The Woodland Trust will provide:</p> <ul style="list-style-type: none"> • Any PPE noted in the Risk Assessment. <p>Volunteers will need access to:</p> <ul style="list-style-type: none"> • Suitable outdoor clothing appropriate for the weather conditions and sturdy footwear. • A mobile phone and email address.
Expenses	<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>
Health & Safety	<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 Working Group Leader/Volunteer Manager.</p>
Hours	<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>
Event support	<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

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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