

Volunteer Task Outline



Task title: Woodland Engagement Volunteer

Location: West Lothian Woods

Time: Flexible, approximately once per week

Volunteer Manager: Nick Porter, Assistant Site Manager

<p>Task summary</p>	<p>The Woodland Trust is the UK’s leading conservation charity, caring for the long term management and conservation of Woodland Trust woodlands in Livingston and the surrounding areas in West Lothian. Many of these woods are small and were gifted to the Trust when the Development Corporation was wound up.</p> <p>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 Hermenbeechees.</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. This community engagement role is to encourage local people to be more connected to the woodlands in a positive way. The volunteers will connect with local community groups, other organisations and the local authority, raising awareness of opportunities to engage with the site and the local activity and events planned.</p> <p>The role may also involve supporting events held on the site to interact with the public.</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 is a volunteer development 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 woodlands across our Livingston and West Lothian sites by working with the local communities to encourage engagement in organised activity in the woods and positive attitudes towards the woods. Part of the role is to find new members for a volunteer Woodland Working Group who will carry our conservation tasks across all the sites. 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"> • Working alongside other Woodland Engagement Volunteers to meet and engage with the local community through a variety of methods. • Attend events across West Lothian on behalf of the Woodland Trust to promote the charities aims and objectives and help recruit volunteers. • Inform the local community about the woods, how important they are, what is

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	<p>happening in them and how they can help.</p> <ul style="list-style-type: none"> • Working on agreed tasks following the guidance from the Volunteer Manager. • Regular communication with the Woodland Working Group Leaders to inform of new group members and to liaise re group activities. • Always act in accordance with the risk assessment provided to you by the volunteer manager. • Undertake appropriate and ongoing training as detailed by the volunteer manager and risk assessment . • Adherence to the Volunteer Charter and Woodland Trust policies, procedures and guidelines. • Liaise regularly with the volunteer manager including reporting any issues, additional equipment needs or concerns. Feedback on activity, progress and monthly hours. <p>Further specific details about the role 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. • The ability to engage positively with groups and individuals from a wide range of backgrounds and ages; we are particularly looking for people who already know Livingston community networks well. • The ability to inspire and encourage people to get involved. • 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. • 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 to provide:</p> <ul style="list-style-type: none"> • Suitable outdoor clothing appropriate for the weather conditions and sturdy footwear.
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.</p> <p>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>

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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.