

Volunteer Task Outline



Task title: Great Trossachs Forest Administration Volunteer

Location: Great Trossachs Forest area, location flexible: home or Woodland Trust Glen Finglas Office, although some office days will be needed

Time: Approximately 1 day per week

Volunteer Manager: Hamish Thomson

<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>This role is to support the work of the Great Trossachs Forest Project (TGTF), which is run as a partnership between RSPB Scotland, Forest Enterprise, Loch Lomond and the Trossachs National Park and Woodland Trust Scotland.</p> <p>This administrative role is about supporting the smooth running of the website, contacts and enquiries and of the relevant groups. We would hope that the volunteer would be able to carry out the role for at least one year.</p> <p>As with all volunteer roles you will be required to attend an induction to your volunteering role at the Woodland Trust. An interview and two references will be required for this role, together with data protection training/guidance.</p>
<p>Role purpose</p>	<p>This role supports an important Woodland Trust partnership project by assisting in the smooth running of the website and administration tasks. This unique landscape-scale project is one of the most significant native woodland projects in the UK for a generation. It is also one of the UK’s largest National Nature Reserves.</p>
<p>Key activities</p>	<ul style="list-style-type: none"> • This role will be checking things work on partners and the TGTF website and log any issues that are discovered. • This role will also make minor website edits and adding events as an example. • Monitor app functionality and report any issues. • Keep your volunteer manager informed of any issues with the functioning of the website, app or links as you discover them. • Answer emails received from TGTF website/ Great Trails Website and divert queries to the relevant partner. • Support staff to organise occasional meetings and events throughout the year. • Help keep a record of leaflet supplies • Support with other administration tasks such as supplying leaflets and information packs to key organisations • Support the quarterly steering group with meetings by taking notes and helping coordinate invites and attendance • Feedback any issues arising to your volunteer manager.

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	<ul style="list-style-type: none"> • Adherence to the Woodland Trust Volunteer Charter, policies, procedures and guidelines.
Experience / knowledge required including personal qualities	<ul style="list-style-type: none"> • Confident and familiar with Microsoft Office, the internet and e-mail. • Good administration skills. • Ability to work well without supervision. • Willingness to learn how to use the Trust's bespoke software. • Good understanding of confidentiality and data protection. • An affinity with and commitment to the aims of the Woodland Trust. • Good written and verbal communication skills • An interest in conservation issues would be useful but not essential • Knowledge of the Trossachs useful but not essential • Experience of using Google Analytics to monitor online performance would be useful but not essential. • An affinity with and commitment to the aims of the Woodland Trust.
Equipment required	Volunteer to have access to a phone number, and email address and computer when carrying out their task away from the Glen Finglas office.
Expenses	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.
Health & Safety	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.
Hours	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.
Event support	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.