

Volunteer Task Outline



Task title: Woodland Working Group Member

Location: Dene Burn, Bale Hill, Four Lane Ends and Castle Hills

Time: One day per month

Volunteer Manager: Richard Wilson

<p>Task overview</p>	<p>The Woodland Trust is the UK’s leading conservation charity, caring for the long term management and conservation of Dene Burn, Bale Hill, Four Lane Ends and Castle Hills. Dene Burn, Bale Hill and Four Lane Ends are all sites that have been leased from Durham County Council. They are newly planted sites that were planted up in 2017. Castle Hills consists of native broadleaf trees and shrubs. Part of the woodland contains an old quarry now dominated by gorse scrubland that provides valuable wildlife habitats including ponds and boggy areas.</p> <p>The woodland working group member will form part of a working group of volunteers who focus 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 site manager</p> <p>There is no requirement for lone working within this role.</p> <p>As with all volunteer roles you will be required to complete an induction. You will have the opportunity to either do this online or to attend an induction event.</p>
<p>Role purpose</p>	<p>This role contributes towards the woodland management of our estate. This role supports the upkeep of your local woodland through the activities of the group.</p>
<p>Key activities</p>	<ul style="list-style-type: none"> • This role will involve a compulsory briefing at the beginning of each activity day. • Make appropriate decisions regarding activities and safety on the day. Only carry out tasks, as agreed with the woodland working group leader or site manager. • Use tools and equipment in line with Health and Safety guidance and rules, which can be found on Whittle; always acting in accordance with the risk assessment. Take responsibility for maintaining a safe working environment for the group and the general public. • Adherence to safeguarding policies, procedures and guidelines is an essential part of this role and you must report any safeguarding concerns immediately in line with the Safeguarding for Volunteers Policy, which can be found on Whittle. • Adherence to our Volunteer Charter, policies, procedures and guidelines, which can be found on Whittle, your dedicated volunteering website.

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	<ul style="list-style-type: none"> • Help to ensure the safety, maintenance, storage and transportation of tools and equipment. • It is important to take direction from your group leader or site manager. • Liaise regularly with the working group leader including reporting any issues, additional equipment, training needs or concerns. • Undertake appropriate and ongoing training as detailed by the woodland working group leader or site manager and within the risk assessment. <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	Volunteer will need to provide/have access to: a phone, internet, an email address and appropriate clothing for the task and weather conditions, including sturdy footwear.
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 Working Group Leader/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.