

Volunteer Task Outline



Task title: Guided Walk Leader

Location: Various Woods in North West Wales

Time: 1-3 Days per month

Volunteer Manager: Kylie Jones-Mattock

Team Reno:

Cost Centre/Site/Department:

Work Order:

Ops out Code (Operations & estate team enter OPS/EST):

<p>Task overview</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>Coed Cadw (the Woodland Trust in Wales) manages over 100 sites across Wales, a diverse mix of urban and rural woods</p> <p>The role includes the planning, promotion and delivery of guided walks. In this role you will use your natural enthusiasm, people skills and your passion for nature, history and stories to help us engage with visitors to ensure that they have a rewarding experience during their visit to the woodland. Through the delivery of your walk you will also deepen our visitor’s awareness of the work of the Trust and the opportunities available to those interested in supporting our work and visiting other Woodland Trust sites.</p> <p>An interview and two references will be required for this role. 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. We will also provide a briefing on our Health & Safety, Safeguarding and Data Protection policies and procedures.</p>
<p>Role purpose</p>	<p>This role supports Woodland Trust events, linking to the Woodland Trust’s aim to encourage awareness of conservation and habitat protection for wildlife within woodlands and green spaces. . Through our guided walks we aim to inspire local communities, reach wider audiences, and increase overall understanding and awareness of the importance of woods and trees at a local level.</p>
<p>Key activities</p>	<ul style="list-style-type: none"> • To be recognisable by the public as a Woodland Trust volunteer by wearing

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	<p>branded polo shirt while volunteering with us.</p> <ul style="list-style-type: none"> • To agree dates and times for guided walks to take place on site with your volunteer manager. • To prepare an appropriate guided walk plan for discussion with your volunteer manager, this includes proposed route, timings, and details of the theme of the walk. • Promote the walks utilising appropriate resources available to you. • To acknowledge all walk participants with a friendly welcome, checking them off on a pre-printed register or to register visitors who turn up speculatively and to forward those records as agreed after your walk is completed. • To liaise with other Woodland Trust staff and volunteers to ensure back up support for the walk dependent on the numbers attending. • To support other guided walk leaders by providing support for their activities where available. • Your volunteer manager will supply you with up-to-date risk assessments for each walk/site. You can feed into the detail of these. Ensure the measures identified and agreed are complied with when planning and running the walk. • To deal with, report and record any incidents or accidents that occur during your walk in line with Trust policies. The incident report form can be found on Whittle. First Aid training is available through your volunteer development officer if required. • To be able to signpost participants if appropriate to staff or other sources of information as required. • To keep up to date about the woodland events programme and actively promote events and other local Woodland Trust sites to visitors. • Adherence to our Volunteer Charter, policies, procedures and guidelines, which can be found on Whittle, your dedicated volunteering website.
<p>Experience / knowledge required including personal qualities</p>	<ul style="list-style-type: none"> • A friendly, reliable and positive outlook with good communication skills. • An interest in woodlands, trees and nature with an understanding of the needs of the public and native wildlife. • Familiarity with the area where the walks will take place or a willingness to become familiar with the area.

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	<ul style="list-style-type: none"> • A reasonable degree of physical fitness. • A sensible regard for health and safety and awareness of objective dangers to members of your group and yourself. • A willingness to share information, knowledge and skills with fellow volunteers and staff. • An affinity with and commitment to the aims of the Woodland Trust.
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	<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 volunteer manager.</p> <p>This role may include some lone working therefore you will need to feel comfortable working in this situation. We would encourage, and can assist, in setting up a 'buddy system' for safety reasons. Any concerns regarding safety should be discussed immediately with your volunteer manager.</p>
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 and would like to help.