



Volunteer Role: Cambourne Communities and Wildlife Assistant

Support Person	Rebecca Neal Communities and Wildlife Officer
Role Purpose	The purpose of this role is to support the Communities and Wildlife Officer to deliver community events in the West Cambs Hundreds area (covering communities between Cambourne, Gamlingay and Comberton). Many of these events are family activities on Cambourne Nature Reserve such as walks, outdoor art and pond dipping, which happen during school holidays. We also deliver walks for adults and some pre-school activities for toddlers and parents/carers of babies during term time. A volunteer in this role might come along to the event to ensure participants get the most out of the activity, and/or they might support behind the scenes by publicising the event locally, or helping to plan activities.
Specific Tasks	<p>A volunteer may work on one, or more than one aspect of this volunteer role:</p> <p>On a walk or family session</p> <ul style="list-style-type: none"> • Keep track of equipment • Keep track of timing • Interact with participants by answering questions and pointing out wildlife • Ensure people are following health and safety guidance • Be a back-marker <p>At a fete or show</p> <ul style="list-style-type: none"> • Help carry equipment • Help set up a gazebo • Chat with people about local wildlife and the Trust <p>Planning</p> <ul style="list-style-type: none"> • Meet with the Communities and Wildlife Officer to plan an activity • Help create resources if needed (equipment supplied) <p>Publicising</p> <ul style="list-style-type: none"> • Put up posters locally • Publicise the event through local social media or community links
Skills and Qualities Needed	<p>Volunteers will come from a wide range of backgrounds and will have many different qualities and skills. Essential skills and qualities for this role are:</p> <ul style="list-style-type: none"> • A local connection • Comfortable interacting with people • Experience working with young people • Willingness to work outside in all weathers • Some knowledge of local wildlife • Enthusiasm about nature and environmental issues
Commitment	The main event season is from April to end of Oct

	<p>A minimum of 3 hours a session when directly supporting delivery will mean you can help set up, deliver and tidy away a two hour activity. The Communities and Wildlife Officer may have 4x two-hour sessions a week. You might be expected to support perhaps two or more sessions a month. Some sessions are during term time, and some during the holidays.</p> <p>External events like fetes and shows are longer and might require more hours, usually at weekends.</p> <p>To support behind the scenes, you might be required half a day every month. Depending on the task, this might be during working hours and could be done online if doing a planning session, or whenever you are free if helping to publicise.</p>
Support and Training	<p>The volunteer will be given regular one to one guidance and support. During this support any relevant training that may be required will be identified and the volunteer will be offered suitable training to meet their need. We might offer first-aid, and safeguarding training.</p>
Expectations of WTBCN Volunteers	<ul style="list-style-type: none"> • Willingness to abide by the Wildlife Trust BCN's Policies and Procedures • Willingness to use support systems • Co-operation with administrative tasks e.g. filling in expenses forms • Commitment to attend on-going training • Willingness to undergo a DBS check (may not be required)
Location of volunteering	<ul style="list-style-type: none"> • Focussed on Cambourne Nature Reserve • Also including reserves and communities in the West Cambs Hundreds area between Cambourne, Gamlingay and Comberton.

Task Description Updated: 11/1/22