



## **VOLUNTEER LEADER**

### **VOLUNTEER ROLE DESCRIPTION**

<b>Position:</b>	Volunteer Leader
<b>Hours:</b>	Flexible, as and when required.
<b>Reporting to:</b>	Volunteer Manager
<b>Location:</b>	Variable (within and around the Heart of England Forest)
<b>Date:</b>	August 2021

### **ROLE SUMMARY**

We are looking for enthusiastic and engaged volunteers who can commit time on a regular basis to support the Heart of England Forest's estate management. As a Volunteer Leader you will take on additional responsibilities including supervising and guiding other volunteers as they conduct practical tasks across the Forest.

The Volunteer Leaders will be physically active and responsible for running and supervising practical volunteer tasks as set by the Volunteer Manager across the Forest throughout the year. You will provide volunteers with safety and tool briefings, lead and guide volunteers through a volunteering day, and provide post event feedback and other important information to the Volunteer Manager.

As a Volunteer Leader we will support you and aid your development to provide you with the skills to lead and direct volunteers.

These voluntary roles are supported by the Green Recovery Challenge Fund and will help train and develop our volunteers, as well as create more opportunities for volunteering across the charity – helping to grow and maintain the Heart of England Forest and support the wider work of the charity long term.

### **Benefits:**

- Develop new skills, knowledge and experience across all aspects of the charity's estate management work.
- You will receive training where appropriate to support your role and future development.
- Play a vital role in helping the charity grow and develop volunteering – last year volunteers provided the equivalent time and support as 3 full time members of staff and we have ambitious and exciting plans to significantly increase this.
- Help the Heart of England Forest grow and work towards its mission to create and manage a huge new woodland for the country.
- Should you require it, a written reference can be provided by the charity.

**Responsibilities:**

- As directed by the Volunteer Manager, lead volunteer group activity to ensure the work is carried out correctly and safely in a welcoming and inclusive environment.
- Meet, greet, and brief groups of volunteers, which will include providing H&S and tool training.
- Set up before and tidy away after a volunteer activity.
- Act as an ambassador for the Heart of England Forest, representing it's values to volunteers and members of the public
- You will communicate with the Volunteer Manager on tasks and upcoming activities as well as providing feedback and key information following an activity.
- Ensure any tools or equipment are used safely, looked after and managed appropriately.
- On occasion, Volunteer Leaders will also be asked to support corporate volunteer groups - this will always be alongside a member of staff who leads the activity.
- Be committed to upholding the aims and objectives of the Heart of England Forest.
- Follow the charity's policies and procedures during all volunteer tasks.
- You will be required to have access to emails to communicate and to receive information from the Heart of England Forest.
- You will have a full UK driving licence and access to a vehicle. At present, a majority of volunteer activities are being held within our Sernal and Dorsington Estates, in the long term it would be helpful if you can access additional areas of the Forest as it continues to grow, such as Honeybourne and the Lenches.
- Understand and respect the need for confidentiality on certain topics and protecting volunteer data and information.

**Required Skills:**

- A keen interest in and support for the work of the Heart of England Forest.
- You are a regular volunteer who has volunteered with the Forest or a similar organisation at least once every two weeks for a period exceeding 6 months.
- Strong communication skills – be comfortable and confident meeting, welcoming and briefing new and existing volunteers.
- Approachable and respectful.
- Comfortable and confident following instructions and giving instructions.
- A basic knowledge of working (either in a voluntary or paid role) in forestry and habitat conservation.
- Have knowledge and experience of the processes and reasons for practical activities performed within the Forest, such as: tree planting, coppicing, dead hedging and tree guard removal.
- Have a basic understanding of health and safety working around volunteers in a forestry environment and be committed to following guidance and guidelines to deliver volunteering safely.
- Strong organisational skills.
- Computer literate including access to email for communicating with the Volunteer Manager.
- Have a full UK driving licence and access to a vehicle.

**Desirable skills:**

- Be available to support both weekday and weekend tasks.
- Be able to travel to all locations within the Forest, including Spernal, Dorsington, The Lenches and Honeybourne.
- Have experience of supervising volunteers and leading practical exercises.
- Volunteering experience outside of the Heart of England Forest.

**ABOUT THE HEART OF ENGLAND FOREST*****Planting tomorrow's great native woodland***

The Heart of England Forest is an exciting and ambitious charity. We want to help reverse centuries of woodland decline and plant one of the largest forests in England. Our goal is to create a huge, unbroken woodland – a refuge from the modern world where people can rediscover nature and wildlife can flourish. It's an ambitious vision, which we're determined to make happen, one tree at a time.

The Heart of England Forest is not only a perfectly positioned lung for the Midlands, but a breath of fresh air for the nation. With over 1.8 million new native trees planted so far, we are restoring our native woodland – providing a safe and permanent habitat for wildlife as well as an escape for people from the urban environments surrounding it.

The forest stretches up the Warwickshire / Worcestershire border, from the present-day borders of Shakespeare's Forest of Arden to the edge of the Vale of Evesham – the north Cotswolds to south Birmingham. It's an area dense in cities, towns and industry. Which is why we're creating a place to walk under shady canopies and through airy glades, away from the bustle of city life.

The UK has less than a third of the native tree cover of many other European countries, including France, Germany and Italy. Planting tomorrow's great native woodland has already started. With 6,600 acres of land, the forest currently consists of 600 acres of mature woodland and 4,000 acres of new planting. We have planted an incredible 1.8 million trees so far, that's over 13% of the way towards our goal of a 30,000-acre forest. But with patience and your support, who knows how far it will grow!

**More information can be found at [www.heartofenglandforest.org](http://www.heartofenglandforest.org)**