



# Evening Session Facilitator

## CANDIDATE PACK

June 2026



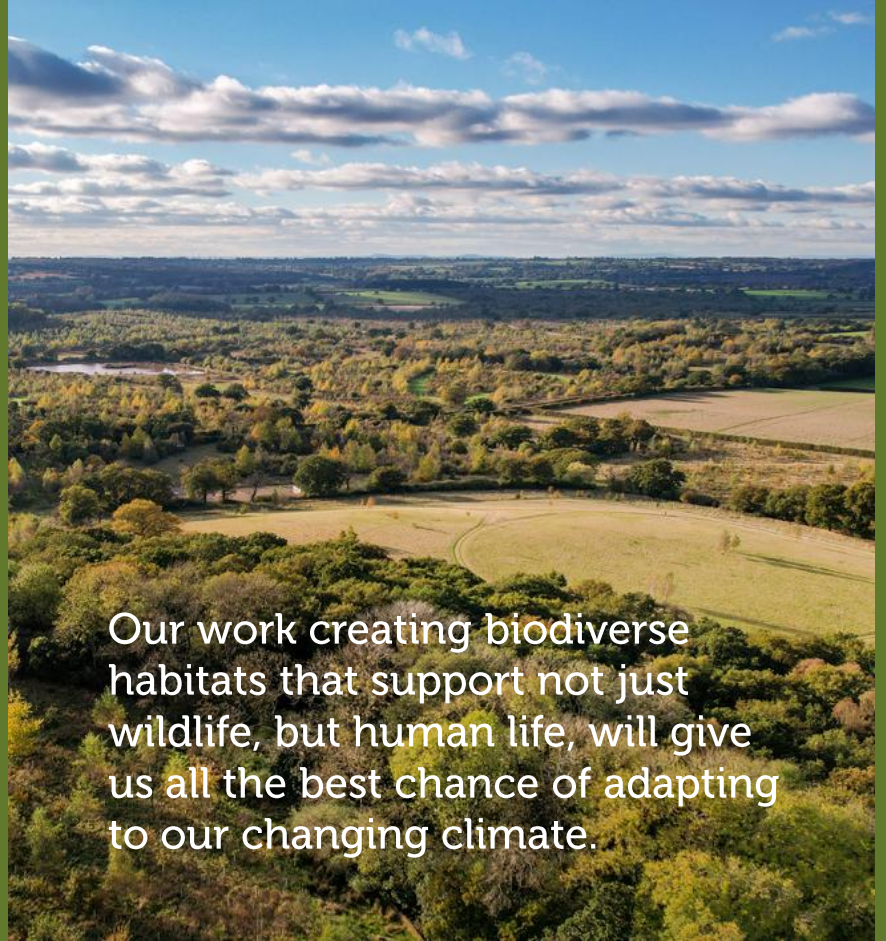
# WHO WE ARE

The Heart of England Forest is **helping to reverse centuries of woodland decline** by creating and conserving a huge broadleaf forest in the heart of the country, a place of enduring natural beauty, protected and secured for generations to come.

We take our mission very seriously; it has never been more important to invest in our natural environment. Our work creating biodiverse habitats that support not just wildlife, but human life, will give us all the best chance of adapting to our changing climate.

## **The Forest is more than just trees...**

It is home to an incredible array of habitats, including new tree planting, mature and ancient woodland, grassland, heathland, farmland, and wetland, that enable animals, plants, and people to thrive. As the Forest grows, **eventually covering 30,000 acres** (an area the size of 17,000 football pitches), so too will the benefits to both our health and that of the natural world.



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# OUR PEOPLE

We value our people; we are proud to be a [Real Living Wage Employer](#) and a [Disability Confident Employer](#).

Our amazing community of volunteers helps us with all aspects of creating and managing the Forest all year round, including tree planting, wildlife and habitat surveying, managing footpaths and assisting with our education programmes. We are proud to have been awarded the [Queen's Award for Voluntary Service](#), recognising the incredible support our volunteers give to the charity.

[Read more here](#): [Heart of England Forest volunteers recognised with Queen's Award | Heart of England Forest](#)



# JOIN US

Maintaining and managing the Forest in perpetuity for the benefit of people, wildlife and the environment is our biggest challenge.

This is an exciting time of growth and development for the Heart of England Forest. With our new Chief Executive, we are reinvigorating our ambitious vision and updating our strategy to deliver one of the most significant resources for climate change mitigation and nature recovery in the country.

You can also find out more about our impact here charity here: [Our impact | Heart of England Forest](#) and in our most recent annual report: [Download our Annual Report | Heart of England Forest](#)

If you are inspired by our vision and our energy and would like to join us in creating an incredible breath of fresh air for the nation, we would love to hear from you.



# THE ROLE

The Heart of England Forest is delighted to announce that it has been awarded funding from The National Lottery Heritage Fund to launch Afterhours Green Guardians, an innovative two-year evening volunteering programme designed to make conservation volunteering more accessible for working-age adults.

The programme will provide flexible volunteering opportunities outside traditional working hours, enabling more people to get involved in caring for the Forest's woodlands, meadows, wetlands, and other important habitats. Running from 2026 to 2028, the programme will offer practical conservation activities, heritage skills training and wildlife monitoring, helping volunteers develop new skills while making a meaningful contribution to nature recovery.

The funding, which is made possible thanks to National Lottery players, will support the engagement of more than 120 new volunteers and deliver over 4,000 hours of volunteer activity across the Forest. Participants will learn traditional countryside skills, gain a deeper understanding of the area's natural heritage, and play a direct role in protecting and restoring habitats across the historic Forest of Arden.

## JOB SUMMARY

Working with our Access and Volunteer team, who will design the content of the sessions, we are looking for a friendly, practical person to deliver our very popular weekly evening volunteer sessions in the Forest. You'll be the person who arrives before everyone else to get everything set up, welcomes volunteers, and keeps the session running smoothly and safely. Once the session is done, you'll pack away and make sure everything's left tidy and in good shape.



# KEY RESPONSIBILITIES

## VOLUNTEER SESSION DELIVERY

- Set up and facilitate evening volunteering sessions on weekday evenings.
- Welcome volunteers and create a friendly, inclusive atmosphere.
- Give a short safety briefing and show people how to use tools for the task.
- Lead and manage volunteer groups, ensuring all activities are conducted efficiently and safely.
- Foster a positive and inclusive environment that encourages volunteer participation and retention.
- Make sure tools and kit are packed up and put away properly afterwards.
- Act as the main point of contact during the session.
- Feedback on volunteer activities, providing insight and recommendations for improvement.

## ADMINISTRATIVE DUTIES

- Maintain accurate records of volunteer attendance at activities, ensuring all data is properly documented and reported.

## CLIMATE CHANGE ADVOCACY

- Champion the need for urgent action to address the climate crisis.
- Take proactive measures to mitigate against climate change through all volunteer activities and initiatives.

## KEY RESPONSIBILITIES (continued)

### GENERAL

- Demonstrate and promote the values of the Heart of England Forest.
- Maintain a commitment to high standards of health and safety at all times. Ensure all work is undertaken within the Heart of England Forest health and safety policy and processes.
- Perform any other duties consistent with the role and / or reasonably required by the Access and Volunteer Lead or Director of Forest Operations.



# YOUR SKILLS AND EXPERIENCE

## ESSENTIAL

- Confident leading small groups of up to 20 volunteers outdoors.
- Friendly, reliable, and happy to get stuck in.
- Comfortable giving basic instructions and safety briefings.
- Some experience using basic hand tools or doing practical conservation tasks would be great.
- Understanding of health and safety, risk assessments, etc.
- Able to travel to different Forest sites (you'll need your own transport).
- First Aid qualification, or willingness to undertake this training.

# TERMS OF APPOINTMENT

Contract: 21 months fixed term

Salary: £12,000 p/a (£28,125 FTE)

Reporting to: Access and Volunteer Lead

Annual leave: 28 days, plus bank holidays (pro rata)

Additional benefits:

Contributory pension scheme  
(matched at 4.5%)

Group income protection scheme

Group life assurance scheme  
(x4 death benefit)

Employee assistance programme

Medical health cash plan

## HOURS

16 hours a week: 12 hours delivering sessions 17:00 – 21:00 every Wednesday evening and two other evenings to be agreed with the post holder, 4 hours administration time which can be worked flexibly.

## LOCATION

Based between Colletts Farm Office, Dorsington, and Coughton Park Volunteer Hub, with activities taking place across the Heart of England Forest sites.




# HOW TO APPLY

If you believe that you are the right person to help take our work and ambition to the next level, we really want to hear from you.

Find out more and how to apply: <https://heartofenglandforest.org/jobs-and-careers>

The Heart of England Forest is committed to safeguarding and promoting the welfare of children and vulnerable adults. Applicants must be willing to undergo protection screening appropriate to the post, including checks with past employers and DBS disclosure.

 [heartofenglandforest.org](https://heartofenglandforest.org)  [@heartofenglandforest](https://www.facebook.com/heartofenglandforest)

 [@theheartofenglandforest](https://www.instagram.com/theheartofenglandforest)  [Heart of England Forest](https://www.linkedin.com/company/heart-of-england-forest)



## DIVERSITY STATEMENT

We are building a culture where diversity is valued, and we can all be ourselves. We still have work to do but are strongly committed to inclusive practices which demonstrate fairness, equality, and anti-racism in everything we do. We will not tolerate less favourable treatment of anyone, especially those with legally protected characteristics, and welcome applications from all sections of all communities.

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