

## Volunteer Role Description

**Role Type:** Volunteer Conservation Officer x 2

**Where:** Based at Wildlife Trust Office, Great Cambourne, Cambridgeshire. The role will involve travel to sites across Cambridgeshire.

**Start date:** End of February 2025

**Commitment:** Three days per week, ideally Tues – Thurs. A normal working day is from 9am to 5pm with the option of occasional evening/weekend work.

**Duration:** End February to September 2025

**Expenses:** Out of pocket expenses for travel will be reimbursed.

**Main Objective:** Working with the Wider Countryside Team staff, the successful candidates will assist with the practical tasks of species and habitat surveys, habitat management and community engagement.

The responsibilities listed above suggest what may be available to the Volunteer Conservation Officer. The exact work programme will be based upon the specific interests of the successful candidate and work available at the time.

**Notes:** The Wildlife Trust is a wildlife conservation charity that works for a better future for all kinds of wildlife across Bedfordshire, Cambridgeshire and Northamptonshire. Our mission is to protect and improve habitats and wildlife in our local area as well as helping people to enjoy and understand their local wildlife.

**What you can expect:** It is expected that the Volunteer Conservation Officers will gain a wide range of skills in the field of nature conservation. Much of this will be from “on the job” experience as well as structured reading and the development of natural history skills in free time. The Wildlife Trust organises an extensive programme of Wildlife Training Workshops run by specialists, of which Volunteer Conservation Officers may attend five free of charge.

<b>Key Responsibilities</b>
<ul style="list-style-type: none"><li>• Assist with surveys of habitats such as woodland, grassland, hedgerow and watercourse</li></ul>
<ul style="list-style-type: none"><li>• Produce Phase 1 habitat maps using GPS and GIS mapping software</li></ul>
<ul style="list-style-type: none"><li>• Assist with the assessment of County Wildlife Sites including undertaking surveys and producing survey reports</li></ul>
<ul style="list-style-type: none"><li>• Assist with planning and undertaking species surveys (e.g. water voles, great crested newts, bats, non-native invasive species, pollinators)</li></ul>
<ul style="list-style-type: none"><li>• Participate in practical habitat management tasks</li></ul>
<ul style="list-style-type: none"><li>• Assist staff with preparation for volunteer work parties e.g. completing risk assessments, tools maintenance and site preparation work</li></ul>
<ul style="list-style-type: none"><li>• Assist with the delivery of a varied and exciting programme of community engagement events.</li></ul>
<ul style="list-style-type: none"><li>• Assist with ongoing landowner liaison through the district Nature Networks and Parish Nature Recovery Plans.</li></ul>
<ul style="list-style-type: none"><li>• Assist with the County Habitat Survey using UK Habs classification</li></ul>

Training will be offered in the following areas, depending on experience:

- **Species identification**
- **Species and habitat surveying techniques (including Phase 1 Habitat surveys)**
- **Data analysis**
- **Applied use of GIS software and GPS**
- **Habitat management techniques (optional brushcutter use)**
- **Community engagement techniques**

- **First Aid At Work (certificated)**
- **Health & Safety and Risk Assessments**

Other opportunities for gaining experience in this Wildlife Trust may be available, depending on the interests of the individual. Travel expenses will be reimbursed.

**Qualities / Experience / Skills sought:**

<b>Experience and Qualifications</b>	Some experience in practical management of nature reserves or similar green spaces
	Some experience of habitat and/or species surveying
	Hold a current UK driving licence (desirable)
<b>Knowledge</b>	Keen interest in and commitment to wildlife, heritage and environmental issues
	A good general knowledge of British natural history
	Understands and responds to Health and Safety needs
<b>Skills</b>	Competent user of Windows/Microsoft Office based computer software, including Word, Excel, Outlook
	Some experience of using Geographic Information System (GIS) mapping software e.g. MapInfo, ArcView or QGIS (desirable)
	Very good oral and written communication skills and the ability to engage a variety of audiences
	Good team player with the ability to foster collaborative working and a positive attitude
<b>Work with other people</b>	Treat people with respect and be tolerant of diverse backgrounds, views and approaches
	Seek to build and maintain good working relationships
	Show reliability and not let people down
<b>Communicate</b>	Listen actively and ask questions to check understanding
	Share own ideas, experience and knowledge with colleagues and others, through contributing in meetings and discussions
<b>Deliver Results</b>	Prioritise and organise own time and resources effectively day to day
	Meet deadlines and objectives without last minute crises
<b>Learn and Apply</b>	Be open to change and show a willingness to learn new ways of doing things and to acquire new areas of knowledge

**Why we want you:** This is an exciting voluntary placement, ideal for a recent graduate or someone wishing to begin a career in conservation. The Volunteer Conservation Officers will gain knowledge and experience in a wide range of conservation work. This will provide a solid base for a career in nature conservation.

This role is subject to a trial period of 1 month.

For more information please contact:

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