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## Volunteer Learning Team Trainee

Hours of work: 2-3 days per week; Tues, Weds, Thurs preferred but negotiable. 8.30am - 4.30pm (with flexibility). A commitment of 6 -12 months is required.

Based at: Windsor Great Park Environmental Centre, Windsor, SL4 2BY

# BACKGROUND

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) is the only charity working to safeguard wildlife and natural landscapes across the three counties. Founded in 1959 by a small group of volunteers, we now have more than 27,000 memberships and 1,700 volunteers. We own or manage more than 80 nature reserves and work in partnership on conservation projects with local communities, businesses, landowners and local authorities. Each year around 12,000 schoolchildren visit our five education centres. We have strong finances, with an annual turnover of £6 million and we’re proud of our highly effective and dedicated team of 150 staff.

BBOWT is part of a national network of 46 Wildlife Trusts, which means our work has a bigger impact, making a difference for wildlife beyond our three counties.

Our ‘Wilder’ plan for 2021-2026 sets one simple overarching aim: to create more nature everywhere. To do this, we need to inspire people to take action and do all we can to restore wilder landscapes.

Our three main goals are to:

* Put nature into recovery
* Empower people to act for nature
* Secure our future

**ROLE PURPOSE**

BBOWT and the Crown Estate have partnered to provide a centre for environmental education within Windsor Great Park. The trainee will assist with running the educational programmes at the Windsor Great Park Environmental Centre.

**REPORTING LINE**

Reports directly to the Senior Learning Officer at Windsor Great Park

## KEY AREAS OF INVOLVEMENT

* Assisting with, and leading, school groups visiting the site
* Assisting with, and leading, Nature Tots sessions
* Assisting with, and leading, Young and Teen Ranger sessions
* Supporting the development and delivery of educational events for families, specialist groups and the general public

* Assisting with maintenance and development of educational resources and facilities
* General administrative tasks, including promotion of events
* To ensure that all health and safety obligations are met in all aspects of the role, in particular, to ensure implementation of Child Welfare and Safety Code of Practice
* To provide regular reports as required
* To foster a culture of membership recruitment within the team
* Any other duties as delegated by the line manager, Director or Chief Executive

## PERSON SPECIFICATION

* Desire to work in environmental education
* Desire to work with children
* Good organisational skills
* Enthusiasm for developing the skills and standards required to carry out environmental education, family events and activities
* Ability to work with a range of people from different age groups and backgrounds
* Willingness to work flexibly and resourcefully
* Willingness to engage in basic duties needed for running a centre
* Current UK-valid driving licence (not essential, but work locations are difficult to access via public transport and having own transport will be an advantage)

## BENEFITS TO VOLUNTEER

* Limited travel expenses are available
* First Aid training can be arranged
* This busy, hands-on traineeship provides an ideal starting point towards a paid job in the environmental education sector
* This post offers a great opportunity for you to develop your skills in the environmental education field and build experience in working with children in an outdoor setting

**MEASUREMENTS OF SUCCESS**

* Attendance and organisation
* Development of educational delivery skills
* Development of independent working skills
* Clear and positive communication with colleagues and visitors
* Time management

This post will be DBS checked at enhanced level. A criminal conviction will not necessarily be a bar to obtaining the position. BBOWT will not unfairly discriminate on the basis of criminal convictions. BBOWT’s policy regarding this matter and the Disclosure and Barring Service Code of Practice are available on request.