

VOLUNTEER ROLE DESCRIPTION



Volunteer Role / Title
Volunteer Events Assistant
Location
Jupiter Urban Wildlife Centre, Wood Street, Grangemouth. FK3
How many volunteers are needed?
3
How many hours per day/per week are you needed?
Max 3 hours per week
On which days are you needed?
Flexible. Events are mostly on Saturdays (1-2 per month), plus some Wednesdays during school holidays
On what date do we want you to start?
As soon as possible
End Date (if applicable)
No specific end date
Minimum commitment we require from you (eg 1 day per week for 6 months). If any.
There is no minimum commitment but we would hope you would enjoy your time with us and become a long term committed volunteer in the future.
Objective(s) of your volunteer role
You would help the Scottish Wildlife Trust staff in planning and/or running events aimed at the general public. Most of these happen on site at Jupiter, but there are occasional outreach events during the summer in the local area.
Tasks
Helping with <ul style="list-style-type: none">• Setting up activities before events.• Clearing up afterwards• Welcoming people as they arrive• Lending a hand with games and activities

Description of the personal attributes/skills/qualifications required

You should:

- Enjoy talking to people
- Be enthusiastic
- Be of smart appearance

Some basic knowledge of natural history and Scottish Wildlife Trust would be an advantage but not essential;

Support/training?

We will provide you with all necessary on the job training for you to carry out your role.

Who is the contact person/line manager for enquiries?

Claire Martin, Falkirk Reserves Ranger. 01324 486 475 falkirkranger@scottishwildlifetrust.org.uk

Closing date for applications

No closing date; we will recruit suitable volunteers as you apply

When will interviews be held?

Claire will be in contact with you to arrange an informal interview to discuss the role.

Can SWT provide expenses e.g. for travel or branded clothing?

We will reimburse reasonable travel expenses. Branded clothing may be available.

Will you want references for volunteers before appointing or PVG disclosure?

We will check references prior to offering you a role and depending on your duties we may require you to join the Protection of Vulnerable Adults (PVG) scheme .

Other (Any age restriction, lifts available? Disabled access?)

There is disabled access & minimum age for applicants is 18.