



Volunteer Role Description

The Box Moor Trust manages approximately 500 acres of land in and around Hemel Hempstead. The estate has a variety of habitats and facilities for local people to enjoy, as well as a wealth of wildlife, including some locally rare species. Volunteers work alongside Box Moor Trust staff in almost all aspects of managing the estate, such as working with the livestock used to graze the meadows, carrying out habitat management work such as removing scrub, or assisting with running community engagement sessions such as guided walks and school visits.

Volunteer Role: Volunteer Co-ordinator

Area of work: Habitat and Estate Management

Lead contact: Karen Poore, Environmental Awareness and Community Senior Ranger

Time Commitment: Regular volunteer hours run on Tuesdays from 10am-3pm and Wednesdays from 8:30am-4pm but work outside of these days is also possible. There is no requirement to commit to a certain number of sessions or hours – volunteers can come to as many or as few as they like, though as volunteer co-ordinator, an expectation would be given to stay throughout the whole session.

DBS check required: No

Role Purpose

To support the Estates Team in managing the Box Moor Trust estate by arranging and leading groups of volunteers in carrying out practical work in a range of different habitats.

Tasks and Activities

Including but not limited to:

- All aspects of the Estate Volunteer or Weekend Volunteer Role Profile
- Giving Health and Safety talks and writing Risk Assessments
- Providing information and instructions on tasks set by the Estates Team
- Communicating with volunteers via the Trust's Volunteer Management System, VolunteerImpact
- Communicating effectively with the Estates Team on the progress of tasks, as well as any issues that may arise
- Attendance of a First Aid course and acting as First Aider while leading any tasks
- Attendance of regular meetings with the Estates Team to assist with planning out tasks to be completed

Personal Qualities and Experience needed

- Enthusiastic about wildlife and nature conservation
- Happy to work outside in all weathers
- Enjoy working as part of a team
- Ability to communicate effectively with groups of volunteers

- A respect for Health and Safety and the understanding of the importance of following risk assessments and guidelines
- Organised and flexible
- Some skills in tool use and maintenance would be advantageous

What you will gain

- Opportunity to develop practical skills in habitat management and estate management
- Learn about conservation in a semi-urban environment
- Have fun and meet new people
- Exercise while enjoying nature
- Understanding of the day-to-day running of the Box Moor Trust
- Experience relevant to this role and a reference for future employment
- Attendance of social activities including the annual Volunteers Summer BBQ and Christmas party

Useful information:

- Uniform is provided after attendance of a few sessions, including provision of either a pair of safety boots or safety wellies
- All tools and PPE are provided for this role
- Please bring a packed lunch and any refreshments you may need
- Training opportunities may include tool use, brushcutter, chainsaw, tractor driving, first aid and other training that would support you in fulfilling this role