

Community Engagement and Events Assistant

Team

Communications and Marketing

Responsibilities

- Assisting the Community and Events Officer with engagement for Northumberland Wildlife Trust (NWT)
- Attending public events organised by NWT or third parties, such as shows and fairs (e.g. Alnwick Christmas Market, Northumberland County Show), or members', family, youth or community group events
- Assisting small groups of attendees in activities such as guided walks, practical activities and craft activities (training will be provided)
- Promoting the charitable work of NWT and encouraging people to become members
- Talking to people about their wildlife experiences
- Selling merchandise

Existing skills and experience needed

Essential or desirable

Experience of engaging with people	Essential
Enthusiasm for the work of the Wildlife Trusts	Essential
Teaching/training experience (formal or informal)	Desirable
Sales/customer service experience	Desirable
Local wildlife knowledge	Desirable

Skills development offered

- Opportunity to build public engagement experience for career development
- Training in delivery of activities to the public
- Training in relevant health and safety policies and codes of practice
- Opportunity to attend volunteer training events offered by NWT

Support available

- Vehicle mileage and public transport costs will be reimbursed
- Training will be provided
- Personal protective equipment will be supplied if required

Time commitment needed

We are looking to build a pool of volunteers who can sign up to regular events. Events are ad hoc and run at different times. For example, we are very busy with Christmas fairs in December, fetes and shows in the spring/summer, family and childrens' events in the school holidays, and community events in the evenings or weekends. Events may be held on weekends or weekdays, but you can sign up in advance according to your availability. Ideally, once trained you would commit to assisting with at least 3 events within the first 6 months.

Any other relevant information

- NWT operates a comprehensive Health and Safety policy that all volunteers are required to adhere to
- Events may be held indoors or outside, and usually continue in poor weather, so please bring suitable clothing and footwear – you will be given details of the event in advance.
- Transport may be provided if required.

