



## Volunteer Officer People & Wildlife (Events)

Based at our HQ in Gosforth with regular travel to Northumberlandia, you will undertake the supportive activities of an event facilitator helping to coordinate and ensure the smooth running of events and family activities onsite and also helping the organisation run efficiently.

### Why Northumberland Wildlife Trust needs you?

Our aim is to raise awareness of the state of nature, generate support for the Trust and to protect the natural world. Volunteer Officers help greatly with the higher level and coordination work within Northumberland wildlife Trust, supporting staff to greatly increase the productivity of our organisation.

### What's involved?

You will work with staff, volunteers and trainees alongside third party providers, visitors and members of the public to:

- Have the responsibility of a lead volunteer.
- Respond to emails with existing third party providers or forwarding to Head of Land Management.
- Supporting delivery at family events based at Northumberlandia (Ideally Tuesday/Wednesdays during Summer holidays, 31st October and 7th and 8th December).
- Supporting delivery of the 'Handlebards' outdoor theatre production on 22nd August at Northumberlandia.
- Coordinating event resources using 'Event briefing notes'.

### What skills, qualities and experience do you need?

- Experience of event coordination and delivery
- Good communication skills – you'll be confident and friendly with people and be able to write replies to emails
- Methodical and organised, you'll be handling multiple tasks at once
- Comfortable with Microsoft Office (Excel, Outlook, Word)
- Full, clean driving licence – a number of pool vehicles are available for use
- Knowledge of wildlife and nature is beneficial

### What you will get from being a Volunteer Officer?

- Full training will be given to help you develop your skills and experience in understanding of conservation and environmental issues and ability to engage and enthuse other people.
- We will give you the experience of planning, organising or helping at events.
- Volunteer leadership and first aid training.
- The opportunity to enhance your CV.
- Opportunity to find new friends, make a difference and have fun!

### How much time will you be expected to give?

A commitment of a minimum of two days per week is required for up to 7 months (end June 2019 – end Feb 2020).

### Other information

- You must be over 18
- All vehicle mileage or public transport costs will be refunded
- You will be expected to volunteer within the Trust's Health & Safety, Child Safety policies and codes of practice, and other applicable policies in which you will be trained.
- Option to take part in other opportunities, training and social events within NWT

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