



## Volunteer Opportunity

# Community and Events Assistant

Do you have a passion for NWT and want to assist with events or with membership recruitment? Join our staff and volunteers in fun activities and promoting NWT to potential members.

### Responsibilities

- Assisting the marketing team and membership team recruiters in promoting the charitable work of 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)
- Talking to people about their wildlife experiences
- Selling merchandise and running the tombola

### Existing skills and experience needed

**No specific skills required as training will be given**

Experience with engaging with people  
Enthusiasm for the work of the Wildlife Trust  
Sales/customer service experience  
Local wildlife knowledge

### Essential or desirable

Essential  
Essential  
Desirable  
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
- Personal protective equipment will be supplied when needed

### 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 children's 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 2 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.
- Appropriate PPE and logos to be worn when instructed.
- 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.

