



Event Volunteer Role Description and Skills Profile

POINT OF CONTACT Events team events@surreywt.org.uk

1. What are the goals?

To help promote our charity and its objectives to the general public, encouraging people to take part in our activities and engage with nature.

2. Why do you need me?

With the invaluable support of volunteers and members, Surrey Wildlife Trust manages land for wildlife and people in Surrey. We work with other organisations and landowners to restore, protect and connect wildlife sites across the county and inspire local communities and young people to care for wildlife where they live.

Our Event Volunteers help Surrey Wildlife Trust offer a range of events for members, volunteers and the wider public. We want to empower more people to take action for nature and help “Save Surrey’s Nature”.

3. What activities will I be involved in?

Event volunteers will always be supported by a member of Surrey Wildlife Trust staff. Tasks are varied in this role depending on the event but can be expected to involve:

- Helping to prepare and set up for events
- Promoting the Wildlife Trust
- Encouraging membership and fundraising
- Speaking to small groups of people
- Facilitating and supervising activities
- Responding to general enquiries
- Tidying up after an event

The events we hold are usually seasonal but very varied. Some may occur annually and some may be one-offs but there will always be the chance to meet new people and try new things – there are certainly never two events the same!

4. How much time do I need to give?

Events will mainly take place during the day between 9am and 5pm, often held during weekends and school holidays. Events are usually one-off opportunities for volunteering but can also be part of an events programme and we would greatly appreciate volunteers agreeing to help at more than one event

5. What skills and abilities will I need to have?

We ask all our volunteers to be enthusiastic, polite and helpful wherever necessary, acting as ambassadors for Surrey Wildlife Trust. Because this role involves working with the public, it is important that you are confident, have good communication skills and patience. Event volunteers spend a lot of their time engaging with people who may never have heard of the Trust or been involved in any conservation activity before so this attitude is all the more important! Some events may be incredibly busy or some may be much quieter so you need to be prepared for both these possibilities.

Event volunteers do not need to have any prior knowledge or experience in this area but a background in working with a range of audiences would be useful. All relevant training will be provided. Although this work is not particularly physically demanding, our events may involve setting up gazebos and tables, walking on uneven ground, using small hand tools and light physical activity. Alternatively they may involve standing for long period of time at one particular station.

Events are often held outdoors and therefore appropriate clothing and footwear (waterproofs and walking boots if necessary).

6. What can I gain from this experience?

- An opportunity to develop your skill of speaking to members of the public
- Being part of a friendly team
- An opportunity to inspire others and share your love of wildlife
- Personal satisfaction, as you'll be making a real difference
- Be part of a team that truly cares about the environment

7. Is there an induction and training?

An induction and training programme will be offered.

8. Where will I be based? Will I need my own transport?

Events take place at various sites across Surrey – you can specify where you would be able to help.

9. Will my travel expenses be paid?

Travel expenses may be paid if agreed beforehand by the Events team. All claims must be in accordance with the Trust's Expenses Policy. Surrey Wildlife Trust's ability to pay expenses is dependent on resources being available and volunteers will be informed immediately if the situation changes.