

## 1. ROLE PROFILE

<b>JOB TITLE:</b>	<b>Volunteer Trainee Local Wildlife Sites Officer</b>
<b>RESPONSIBLE TO:</b>	Local Wildlife Sites Officer
<b>RESPONSIBLE FOR:</b>	N/A
<b>LOCATED AT:</b>	To be based at HMWT offices Grebe House, St Albans, Hertfordshire AL3 4SN with some field working around Hertfordshire.
<b>WORK AREA:</b>	The Trust's activities cover Hertfordshire, London Boroughs of Barnet, Enfield, Harrow and Hillingdon
<b>EXPENSES:</b>	Voluntary position – Reimbursement of out-of-pocket travel costs and other reasonable expenses agreed with the HMWT manager.
<b>EMPLOYMENT TERM:</b>	Three days (22.5 hours, to include Thursdays, and at least a Tuesday or Wednesday) ideally for 12 months.

The Volunteer Trainee Local Wildlife Sites Officer role has been made possible by a gift donation to the Trust. The donation has been made to provide an opportunity for an individual to learn key skills to further a career in conservation and make a positive contribution to the conservation of Hertfordshire's habitats and species through the Hertfordshire Local Wildlife Sites Partnership.

### **PURPOSE OF ROLE**

To assist the Local Wildlife Sites Officer to maintain and develop the Local Wildlife Sites survey programme, whilst promoting the Trust and its work to a wide audience.

To assist the Local Wildlife Sites Officer to coordinate and carry out Local Wildlife Site surveys, and to review outputs, using a combination of on-site surveying and a variety of datasets (QGIS, Access) and other digital tools.

For maximum benefit to both the trainee and Herts & Middlesex Wildlife Trust, a consistent commitment to the programme is sought, and the trainee is expected to adhere to the terms in the Trust's volunteer policy as applicable.

## KEY ELEMENTS

1. To assist the Local Wildlife Sites Programme Manager in the implementation of a variety of tasks related to the management of the Hertfordshire Local Wildlife Sites System.
2. To assist the Local Wildlife Sites Officer in organising surveys with landowners and volunteers, with on-site surveying, checking survey output information and survey report writing.
3. To assist with the coordination of Local Wildlife Site volunteer surveyors, particularly with regard to habitat mapping of Local Wildlife Sites.
4. To develop a wide range of skills relevant to Local Wildlife Sites work, in ecology, botanical surveying, GIS and volunteer management.
5. To operate in accordance with Health and Safety and other relevant legislation, as well as Trust policies, plans and procedures and recognised best practice.
6. To follow the trainee programme and to record their training and experience gained.
7. To promote the Trust and its work and to deal with enquiries from the general public, members and other interested parties in a timely, polite and effective manner.

**Please note that this volunteer role is a gift relationship; all arrangements are binding in honour only. This role profile is not intended to be legally binding between the Trust and the trainee, and may be cancelled at any time at the discretion of either party.**

Information from your application will be processed in accordance with the Data Protection Act 2018 & General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - <http://www.hertswildlifetrust.org.uk/policies>

Date prepared: June 2019

