

Upton Country Park Discovery Project

VOLUNTEER ROLE DESCRIPTION

Part 1: ROLE PROFILE

JOB TITLE: Engagement and Learning Volunteer

1 MAIN PURPOSE OF ROLE

To assist the Community Engagement and Learning Officer in developing and delivering the Formal and Informal Learning Programmes, Events and Outreach Projects for the Discovery Project.

2 POSITION IN ORGANISATION

- Reports to Community Engagement and Learning Officer
 - Liaises internally with all staff in particular the Discovery Project, Operations and Events Teams.
 - Externally liaises with project partners and their staff, schools, special interest, adult, family learning and community groups
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3 SCOPE OF ROLE

- **Delivering formal learning** – assisting with organising sessions and resources, delivering sessions to schools, assisting with project and evaluation
 - **Assisting the delivery of informal learning activities** including outreach and community projects
 - **Assistance with administration** including bookings, marketing and awareness raising
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4 KEY SKILLS AND ABILITIES

- Confidence and a willingness to deliver activities and outreach independently following training
- Excellent communication and interpersonal skills
- Ability to instantly build rapport with visitors and community groups alike
- A passion for delivering exceptional service to enhance visitors' experience
- Enthusiasm for Upton Country Park, the project, nature, conservation and the heritage of Upton House
- Good organisational skills including planning / time management

- Flexible approach to working routine
- Willingness to engage with people of all ages and backgrounds

5 EXPERIENCE

- Experience of working with public in a wildlife, conservation, heritage, learning or similar setting desirable but not essential
- Experience of working with school age pupils, family or community groups desirable
- Good working knowledge of Microsoft Office including Word, Outlook and Excel would be useful

IMMEDIATE SUPERVISOR: Community Engagement and Learning Officer

Part 2: KEY AREAS OF WORK & RESPONSIBILITIES

ROLE: Engagement and Learning Volunteer

Point of contact and administration

- Acts as a point of contact with external groups and individuals to organise bookings and respond to enquiries
- Helps organise e-shots and other marketing to schools and community groups
- Visits schools and other organisations to deliver outreach and promote the project

Organisation of Formal Learning

- Assists with the organisation of resources and delivery of school workshops
- Assists in the development, delivery and evaluation of special projects & new activities including Forest Schools and Badge workshops
- Independently represents Upton Country Park at local school assemblies and meetings

Organisation of Informal Learning activities:

- Delivering adult and family holiday activities plus other events such as Heritage Open Day tours, Bioblitz and Love Parks Days
- Helps develop and deliver outreach sessions
- Acts as advocate for the Project and Upton Country Park with local community groups and organisations
- Assists with evaluation of events and activities

Volunteers with an interest in all aspects of this role are preferred; however Engagement and Learning Volunteers do not have to get involved in all aspects of this role. If preferred, a focus on Formal or Informal Learning can be taken.

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 www.uptoncountrypark.com/volunteering

Please note, this role will require a Disclosure and Barring Service (DBS) check which will be carried out at our expense