

VOLUNTEER ROLE DESCRIPTION

Visitor Centre Handyerson

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| LOCATION: | Lackford Lakes |
| HOURS / SHIFTS: | One day per week |
| TEAM: | Visitor Centre |

OVERALL PURPOSE OF ROLE

Suffolk Wildlife Trust is an inspiring and impactful organisation with a compelling vision for our county:

‘A Wilder Suffolk where nature is thriving and abundant, because everyone is doing more to help.’

In the decade to 2030 we are committed to scaling up our activities across the county, to bring nature back to Suffolk. Our aim is for 30% of our county to be connected and well looked after for nature by 2030, so that our species and habitats can recover and thrive – and for 1 in 4 people to be actively helping to achieve this.

We are looking for a Volunteer Handyerson to help make the visitor experience at Lackford Lakes a truly fantastic one by carrying a variety of maintenance jobs in the visitor centre. You will spend time on a beautiful nature reserve, knowing you are improving the visitor experience for all.

Suffolk Wildlife Trust takes its safeguarding responsibilities seriously and has a DBS and safeguarding policy.

TRAINING REQUIRED FOR THIS ROLE

(TO BE COMPLETED AT THE START OF THE VOLUNTEERING JOURNEY)

In order to comply with UK legislation and requirements, all volunteers are required to complete the following training:

- The Wildlife Trusts’ Introduction To Safeguarding

In addition, those volunteering in this role will also need to complete:

- Health & Safety Level 2 (online certificated course)

MAIN RESPONSIBILITIES

Every volunteer role has three key areas of focus to support our mission to bring nature back. Typically, you should expect to spend 80% of your time on these:

1 - What you will be doing

A variety of jobs including:

- Health and safety checks
- Minor repairs
- Carpentry
- Installing shelves and display units
- Fixing doors and locks

- Prepping and painting/varnishing
- And many more that are important to help keep a busy visitor centre up and running

2 - The skills you need:

- The will and ability to do a variety of jobs, some of which can be physically demanding.
- Ability to work without supervision.
- The knowledge and ability to always use a variety of power and non-power tools with safety in mind for the user and others around them.

3 - Embrace the culture of the Trust:

i) CULTURE OF THE TRUST

- Work collaboratively with staff and other volunteers, drawing on our individual strengths, to maximise our impact and support each other in achieving the Trust's Mission to bring nature back.
- Be an internal and external ambassador for Suffolk Wildlife Trust in a friendly, professional, and well-informed manner.
- A name badge and uniform will be provided in this role.

ii) HEALTH & SAFETY & SAFEGUARDING

- Embed our Health & Safety, Safeguarding and Diverse culture and practises into how we work.

HOW WE WORK

This role description explains the core purpose of your role with the Trust. What is equally important is how you do it.

Suffolk Wildlife Trust is a gutsy organisation that seeks to learn from experience and embraces new ideas.

We are driven by our shared passion for nature and support each other to be the best we can. We constantly strive to communicate and collaborate brilliantly, representing the Trust in a welcoming, friendly, professional, and well-informed manner.