VOLUNTEER ROLE DESCRIPTION

Information Centre Volunteer

LOCATION:	Trimley Marshes
TEAM:	South East Suffolk Reserves
VOLUNTEER MANAGER:	Joe Underwood
DBS REQUIRED:	N/A

ROLE PURPOSE

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.

The Information Centre Volunteer will support the Trimley Marshes Warden with a range of varied tasks including:

- Meet and greet visitors, showing them wildlife on site, the location of hides and other facilities.
- Open or close the information centre depending on the morning or afternoon shift.
- Follow health and safety regulations.
- Act as an ambassador for the Trust when liaising with members of the public.
- Keep the inside of the building and office clean and tidy.
- Notify the Trimley Marshes Warden of any occurring deficiencies or need for repairs.

OUR CULTURE

Our organisational culture matters to us and enables us to achieve more for wildlife.

All Suffolk Wildlife Trust volunteers receive health and safety and safeguarding training, and any other training relevant to the role, to ensure our volunteers are volunteering in a safe environment and understand the relevant compliance needs.

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

WILD ABOUT INCLUSION

Suffolk Wildlife Trust is committed to an inclusive and diverse workplace where everyone is welcome. As a conservation charity, we recognise the importance of diversity in both nature and our workforce of staff and volunteers. We strive to ensure that everyone feels valued and empowered to contribute to

our vision of "A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help".