

Role Description

Role Title:	Public Events Volunteer
Time commitment:	Flexible – up to 11 days per year
Location:	Variable, within TWIC area
Reports to:	Centre Manager

Background

The Wildlife Information Centre (TWIC) is an environmental charity with an established reputation for excellence in the provision of biodiversity data within south-east and part of central Scotland. TWIC currently holds over 4.3 million species records as well as extensive habitats and designated sites information. Data services are provided to a range of public and private clients and charities to inform conservation, land management and environmental decision making. Our programme of events supports new and existing recorders and stimulates interest in biological recording amongst the wider public.

Purpose of role

TWIC organises an annual conference and attends around 10 public events each year, from local agricultural shows, community fairs and fetes to Bioblitz events where we have a charity stall or support recording activities. The aim of these events is to provide information and to engage or support the public with wildlife recording.

We are looking for local volunteers with some prior knowledge or experience of wildlife recording to represent TWIC at several of these events throughout the year. You will be expected to support all aspects of the event on the day, including setting up and taking down the stall, engaging with the public and recorders by providing information and answering queries.

Main Responsibilities

1. To help unload and set up the stall; erecting tables and gazebo if required, arranging leaflets, wildlife quizzes and other materials.
2. To engage with visitors or participants, giving out information and answering their wildlife queries, or referring queries to relevant staff member in attendance, as appropriate.
3. To provide a friendly and welcoming atmosphere to all visitors and participants.
4. To keep a tally on attendance figures, including an estimation of under 26s visiting the stall.
5. To support fundraising by providing information on TWIC membership, selling merchandise, and providing information on donation options.
6. To help take down the stall, load car and clear up the site.

Other Requirements

1. Length of appointment - ongoing
2. Time commitment: Up to 11 events a year, plus induction prior to the first event. The hours will be variable but are likely to include some weekend work.
3. Volunteer agreement: Prior to starting the role a volunteer agreement will be provided which will set out any key policies and procedures the volunteer must adhere to when volunteering with TWIC, including confidentiality, health and safety and UK GDPR.
4. Support and Training: Training will be provided prior to the event at the TWIC office or online on Microsoft Teams and is mandatory. A member of staff will be present at each public event and will provide support.
5. Expenses: Volunteers can claim reasonable travel expenses, for public transport or car (mileage is paid at 45p/mile). Car sharing with the member of staff attending the event is encouraged, where feasible.
6. *Note that this role may require standing for extended periods and carrying/lifting light to moderate weight.*

Person Specification

To fill this volunteer post, we are looking for someone who has the following range of skills, knowledge, experience and personal qualities (E: essential; D: desirable):

Skills

- Good verbal communication skills, including when talking to the public (E)
- Good organisation skills (D)

Knowledge

- Biological recording and species identification in the UK or Scotland, with local knowledge being a distinct advantage (D)
- Event organisation and how to deliver a positive participant experience (D)
- An ecology-related degree or equivalent experience (D)

Experience

- Experience working with a variety of people of all ages and abilities (D)
- Experience working at a variety of events (D)

Personal Qualities

- Reliable and professional (E)
- Friendly and approachable manner with a positive attitude (E)
- Ability to work as part of a small team as well as work unsupervised for short periods (E)
- Interest in ecology and commitment to the project (E)
- Flexible and willing to attend a variety of events across the Lothians, Scottish Borders or Falkirk, Stirling and Clackmannanshire Council areas (D)