

Volunteer Task Outline



Task title: Advisory Group Member - National Volunteer Panel Member

Location: UK wide – Quarterly meeting at Woodland Trust HQ Grantham

Time: Approx. 10 days per year

Volunteer Manager: Paul Taylor

<p>Task summary</p>	<p>The Woodland Trust is one of the UK’s leading conservation charities. We have over 500,000 members and supporters and more than 1,000 sites all over the UK. We believe life’s better with trees. We protect and campaign on behalf of the UK’s woods; plant more trees, and restore ancient woodland, for the benefit of wildlife and people.</p> <p>The Woodland Trust recognises that volunteers add value to the organisation throughout the different departments, locations and projects. This role provides the Woodland Trust with a volunteer voice into the organisation.</p> <p>The purpose of the panel is to function as an advisory group with three specific areas of focus;</p> <ul style="list-style-type: none"> • To provide a representative volunteer group for advisory and consultation purposes to the Woodland Trust • To represent volunteers from the regions and countries by delivering their feedback, asking questions of a national or strategic nature • To attend and work with volunteer development officers on their local networking events to (i) provide an opportunity for volunteers to connect with representatives of the panel and (ii) to address issues of concern and items of interest suggested by local volunteers. <p>Two representatives from each region/country are being recruited; only one representative needs to attend the quarterly meetings, so the responsibilities can be shared as appropriate. This will hopefully enable quarterly meetings are represented by each region and country in person as intended. Video or conference call facilities will not be available; the panel requires attendance in person.</p> <p>An interview and two references will be required for this role, along with data protection training. As with all volunteer roles you will be required to complete an induction. You will have the opportunity to either do this online or to attend an induction event.</p> <p>The initial meeting and induction to the role will take place on the 16th and</p>
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	17 th November, please ensure that you are free and available to attend on these dates.
Role purpose	This role supports the Woodland Trust by supporting a panel of volunteers for consultation into the organisation which supports our aims of achieving a UK Rich in Native Woods and Trees for People and Wildlife.
Key activities	<ul style="list-style-type: none"> • One representative from each region/country to attend quarterly panel meetings throughout the course of the year at Woodland Trust Grantham Headquarters representing the volunteers within your country or region, delivering their feedback and asking questions of a national or strategic nature. • Contribute to the development of discussion points and issues raised at the panel. • Provide guidance and thoughts on issues from your experience while keeping organisational aims in perspective. • To attend and support volunteer development officers with local networking events, providing an opportunity for volunteers to connect with representatives of the panel and to address issues of concern and items of interest suggested by local volunteers. • To help enable a formal route for volunteers to interact with the Woodland Trust in order to support the organisation's aims and objectives and allow staff to gain support and assistance through volunteer consultation. • To provide volunteers with a defined structure and process that gives them the opportunity to offer feedback on issues that affect them at a regional, country or organisational level. • To provide volunteers in all roles within the organisation with an opportunity of representation within a defined structure and transparent process. • To create a model for volunteer input to become best practice in volunteer engagement.
Experience / knowledge required including personal qualities	<ul style="list-style-type: none"> • Members of the group will have a variety of different skills, expertise, perspectives and areas of interest, to be of benefit to the panel. • An affinity with and commitment to the aims of the Woodland Trust. • Genuine interest in conservation, woodlands, and people engagement. • Ability to work cordially within a group of people from a wide range of backgrounds. • Ability to use web based technology such as email and be comfortable using Woodland Trust websites for information as

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	<p>required.</p> <ul style="list-style-type: none"> • Willingness to participate in a personal capacity, with a commitment to the Woodland Trust and its objectives, rather than representing any external bodies or personal interests.
Equipment required	Volunteer will need to provide/have access to: a phone, internet and an email address.
Expenses	Volunteers are entitled to be reimbursed for return journeys from home based on public transport cost or mileage at standard rates for the Woodland Trust. Other expenses must be agreed in advance with your volunteer manager.
Health & Safety	The Trust has a health and safety policy supported by guidance and rules. The Trust provides risk assessments for each volunteering role. You will have a responsibility to flag up any risks the task may pose to you and the group and discuss it with your volunteer manager. All volunteers are asked to familiarise themselves with the Safety Guidance available on Whittle.
Hours	Please keep a record of the hours you are involved with the task and send them to your volunteer manager each month. This allows us to measure the impact and value that volunteering has on the work of the organisation.
Event support	As a Woodland Trust volunteer you may have the opportunity to support the Trust at events in your area. We will contact you when these occasions arise to see if you are available and would like to help.