

Volunteer Leader Role

Avon Needs Trees is a registered charity creating new, permanent woodland throughout the Bristol-Avon catchment to fight the climate and ecological emergencies. We fundraise to buy land to create woodlands that will stand for generations, locking up carbon, boosting local biodiversity, and providing natural flood management as well as publicly accessible green space where appropriate.

In 2022-2023 we planted nearly 15,000 trees across our four sites, largely thanks to the Volunteer Leaders (VL's) running our tree-planting days. The Volunteer Leader role lies at the heart of Avon Needs Trees (ANT), ensuring each tree-planting day runs smoothly. In the last year we've welcomed over 1000 volunteers to our sites, all of whom have been met and supported by a very important Volunteer Leader.

Volunteer Leader Role and Tasks Description

- To lead volunteer groups at ANT's woodland creation sites.
- To demonstrate how to plant trees or carry out conservation tasks, using the methods preferred by ANT (training will be provided)
- To use tools and equipment safely, clean and return them at the end of each volunteering day and to report any deterioration of tools/equipment to the project coordinator swiftly, ensuring that any unsafe tools are not used.
- To keep track of how many trees planted during each event and how many people attended, and report these numbers to the Project Coordinator.
- To ensure the site is left safe and secure at the end of each workday/ event.
- To complete daily risk assessments for all activities and always follow the guidance on ANT's health and safety policies and site briefings.
- To represent Avon Needs Trees in a professional and friendly manner, ensuring a good experience for all.
- To maintain regular contact and positive communication with other ANT Volunteer Leaders and staff.
- To make a regular commitment to volunteer with Avon Needs Trees.
- To abide by the ANT Volunteer agreement.
- To attend all relevant trainings at a mutually convenient time.
- To have a valid First Aid certificate or be willing to undertake training.
- To be willing to undergo a DBS check before volunteering alongside children and adults at risk.
- To support and protect biodiversity at our sites, following ANT guidance.

Skills & Experience which support the Volunteer Leader Role

Essential	Desirable
Basic literacy to count trees and record numbers of participants	Experience working or volunteering with groups in a leadership role
Basic computer skills to complete online Risk Assessments, accident/incident forms and to communicate with the ANT community via an online messaging platform (currently Slack)	Experience working or volunteering with people from underrepresented communities
Demonstrate the ability to respond to changing weather conditions and take action to support the welfare of a group (training will be provided)	Knowledge about wildlife conservation, ecology, trees or woodland creation

Personal attributes for Volunteer Leader Role

Essential	Desirable
A friendly and outgoing approach to working with people	Ability to respond in the moment to a range of situations in an outdoor environment
An attitude of inclusivity	Champion for active travel (bicycles or walking) and/or green travel (electric vehicles)
Confident speaking in public	
Strong communication skills and an ability to relate to the public, staff, volunteers, partners & stakeholders.	
Comfortable working outside in all weathers	
Commitment to addressing the ecological and climate emergencies	

Avon Needs Trees's responsibilities to Volunteer Leaders (VL's)

- To abide by the ANT Volunteer partnership agreement.
- To plan for two Volunteer Leaders on the site for workdays and events in order to maximise the wellbeing and mutual support of all involved.
- To provide all tools / equipment for tree planting and conservation days and to repair or replace damaged or broken tools/ equipment or remove them from site.
- Provide training for each Volunteer Leader to feel confident in delivering sessions. Training will include tree planting technique, on-site orientation and an online induction to cover the necessary documents.
- Provide VL's with emergency first aid training (if they don't have it from another organisation) and ensure that there is always one VL on site with up to date first aid training.
- Keep and maintain a first aid kit at each site and provide information about access for emergency services whilst on site.
- Ensure that VLs are aware of location of accident / incident / near miss forms, and the procedure for how to complete and submit them
- To maintain regular contact and positive communication with all Volunteer Leaders and staff, including an end of season 1-1 feedback session.
- Ensure VLs have access to volunteer information, relevant to prepare and deliver tasks during a planting day or event (EG emergency contact details).
- Grant access to 'Slack' (or a similar online communications platform) to be able to join discussions and planning for volunteer workdays and events.

Logistical information

- Volunteer Leaders will have a named staff supervisor (normally the Project coordinator, Site Lead and/ or the Volunteer & Skills Coordinator when volunteering across multiple sites)
- The location of our woodlands are in Wiltshire, Chew Valley and Shepton Mallet currently, with the intention to acquire new sites each year.
- Tree planting runs from November-March and conservation volunteering runs from May-September each year.
- Volunteer work-days occur during the week and at weekends, usually 10am-3pm, with set-up and pack away times either side of that.
- Applications for Volunteer Leaders are accepted on a rolling basis.