

## Volunteer Role Description

<b>Role Title:</b>	Education Support Volunteer
<b>Where:</b>	FSC Epping Forest
<b>When:</b>	Ongoing
<b>Commitment:</b>	<p>Flexible; we ask for a commitment to at least 12 days volunteering per year. Opportunities are available on weekdays, mainly during term time. We also run some family activities during the holidays and birthday parties at weekends Sessions generally run between 0930 – 1600 but vary depending upon the age group.</p>
<b>Why We Want You:</b>	<p>We are looking for volunteers to support our educational team deliver environmental education sessions, providing an opportunity for people of all ages and abilities to enjoy and learn through first hand experiential activities. Activities for primary schools include pond dipping, minibeast hunts and sensory activities. There are also curriculum linked sessions for secondary students studying Geography and Biology. Other activities you may help with include guided walks, professional development courses, training for teachers, family activity days and events.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Assist with the delivery of sessions to an agreed FSC standard;</li> <li>• Support the FSC to provide a range of activities for the local community;</li> <li>• Help in setting up resources for groups and clearing away after the visit;</li> <li>• Help prepare relevant resources and worksheets;</li> <li>• Help produce handouts, and other teaching materials;</li> <li>• Help to maintain and repair resources and equipment;</li> <li>• Attend training events to share best practice to develop an activity resource bank and improve team performance;</li> <li>• Support FSC staff in meeting Environmental, Health and Safety and Quality external benchmarking;</li> <li>• Help to ensure a happy, productive working environment.</li> </ul>

**Field Studies Council**

Preston Montford, Shropshire, SY4 1HW - Telephone: 01743 852100

*Field Studies Council is a Limited Company, registered in England and Wales No. 412621 and a Charity, No. 313364.  
Charity registered in Scotland SC039870*

<b>What's In It For You:</b>	<p>Becoming a volunteer is a way of actively engaging with delivering Education in Epping Forest, it is only possible to deliver a bigger and better range of activities with volunteer support. Since you are offering us your valuable time, energy and skills, it's only right that you should expect something from us in return! We aim to:</p> <ul style="list-style-type: none"> <li>• Value you and your work;</li> <li>• Treat all volunteers fairly;</li> <li>• Provide a mentor to support you in your volunteer role;</li> <li>• Make sure you are clear about your role and responsibilities;</li> <li>• Provide induction training;</li> <li>• Provide any necessary special clothing and equipment;</li> <li>• Provide training and development to help you carry out your role.</li> </ul>
<b>Requirements:</b>	<p>The FSC is committed to equal opportunities and believes that volunteering should be open to all. A suitable volunteer will bring the following attributes and experiences to this role:</p> <ul style="list-style-type: none"> <li>• An interest in the environment and being outdoors;</li> <li>• Experience of working with children (primary or secondary);</li> <li>• Pleasant manner and flexible approach;</li> <li>• Ability to communicate effectively;</li> <li>• A passion to deliver the highest standards of service;</li> <li>• A genuine commitment to customer care;</li> <li>• Ability to work as a competent and effective team member;</li> <li>• Commitment to improving the FSC's environmental performance;</li> <li>• Comply with FSC systems (e.g. DBS, Risk Assessment, Behaviour partnership);</li> <li>• First Aid Certificate (not essential).</li> </ul>
<b>Notes:</b>	<p>In relation to employment legislation, you will be considered a 'voluntary' worker, and as such the role is unpaid. However, you will be reimbursed for any reasonable expenses that you necessarily incur in the carrying out of your volunteer role.</p> <p>A Uniform is provided by the FSC.</p> <p><b>The Field Studies Council (FSC)</b> is an independent environmental educational charity committed to helping people discover, explore, understand and be inspired by the natural world. Its network of Centres provides day and residential courses for all ages and abilities from young children to retired adults from schools and communities throughout the UK. The FSC also reaches many others through its publications and community based programmes.</p>
<b>For more information, contact:</b>	<p>Volunteer Coordinator who can be contacted on 020 8502 8500 or on email via <a href="mailto:volunteer.ef@field-studies-council.org">volunteer.ef@field-studies-council.org</a></p>

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