

# Warwick Volunteers



## **Tocil Wood Conservation Project Leader**

The Tocil Wood conservation project is run in conjunction with Warwickshire Wildlife Trust, a leading local environmental charity. The group organise and deliver a range of conservation activities which benefit both people and wildlife. The main focus of this project is coppicing. This is a traditional method of woodland management which involves clearing sections of the woodland of young trees. Light can then get down to the forest floor which increases biodiversity in the habitat.

### **Roles & Responsibilities:**

- Promote the project and actively recruit volunteers. Including updating the project webpage and creating publicity resources as required.
- Liaise with WWT staff to arrange regular sessions throughout term one and two.
- Maintain regular communication with volunteers and support as required.
- Manage a project budget.
- Organise resources for each session.
- Create a spreadsheet to record activities and volunteer attendance.
- Review and update the project risk assessment and volunteer brief with support from Warwick Volunteers.
- Maintain regular communication with the Warwick Volunteers staff team to keep them up to date with progress and inform them of any issues.
- Gain feedback and quotes from volunteers, participants and community partners.
- Prepare a handover for the new Project Leaders.
- Actively uphold Warwick Volunteers policies and procedures.

**All Project Leaders will receive ongoing support and guidance from Warwick Volunteers and will work alongside a designated staff member.**