

Nature Conservation Volunteers – Session Leader Role Description

Nature Conservation Volunteers works with local conservation groups to protect and enhance wildlife, natural habitats, and green spaces throughout Coventry and Warwickshire.

Currently working with partners:

Friends of Canley Green Spaces, led by local resident Michael Wileman, working to care for, protect and promote the green spaces of Canley, Westwood and Cannon Park. Activities include planting spring bulbs, creating wildflower meadows, litter picks, uprooting Himalayan Balsam (an invasive species) and woodland management. View photos of past volunteering activities at: [Friends of Canley Green Spaces | Flickr](#)

Warwickshire Wildlife Trust

Working in Tocil Wood, the bluebell wood on the University of Warwick campus, which enjoys protected status as a Site of Special Scientific Interest.

Prior to session

- Sign up to the sessions you would like to lead
- Read through Volunteer Briefing, Project Confirmation and risk assessment
- Check the online sign up
- Check weather forecast (if applicable)

On the day

- Print out the register
- Take key information (Volunteer Briefing, Project Confirmation and risk assessment and register)
- Collect equipment, resources and snacks
- Meet volunteers: you can meet the volunteers wearing a WV hoodie
- Ask volunteers to sign the register and save to shared folder after the session
- Read key points in Volunteer Briefing (schedule, key health and safety info)
- Depending on size of the group you could get volunteers to introduce themselves
- Introduce yourself and the community partner and find out what the tasks are for the day
- Take photos of volunteers (check volunteers are happy for their photo to be taken and put on social media)
- Supervise volunteers with support of community partners
- Ensure activity keeps to the schedule and volunteers are back on campus on time
- After the activity give feedback about the session to your Project Leaders
- Uploading a list of active volunteers and emailing them to thank them.

What will you gain

- Leadership skills
- Event management

Time commitment

Session leaders are expected to help lead around 3 sessions per term. Volunteer days are usually held on Wednesdays and Saturdays. There is flexibility to hold sessions on different days and times.

Session Leaders will receive ongoing support and guidance from Warwick Volunteers and will work alongside designated Project Leaders.