

# Warwick Volunteers

## **Nature Conservation Volunteers Project Leader**

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.

Volunteer days are usually held on Wednesdays and Saturdays. There is flexibility to hold sessions on different days and times.

## **Roles & Responsibilities:**

- Promote the project and actively recruit volunteers. Including updating the project webpage and creating publicity resources as required.
- Liaise with Friends of Canley Green Spaces and Warwickshire Wildlife Trust to arrange regular sessions throughout the year.
- Update volunteers with all the relevant information prior to the volunteer activity.
- Manage a project budget.
- Recruit and train a small team of Session Leaders to help support volunteer activities.
- 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 staff.
- 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 and community partners.
- Prepare a handover for the new Project Leaders.
- Actively uphold Warwick Volunteers policies and procedures.
- Applicants must be available to volunteer 3 Saturdays a term and available to volunteer during the week too (days and times flexible).

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