

# Essex Wildlife Trust

## Volunteer Role Description



**Job title** Visitor Centre Volunteer

**Volunteer Manager** Site Manager/Assistant Centre Manager

### Role purpose

Volunteers at our nature discovery centres welcome visitors to the centre, talking about the site and Essex Wildlife Trust Membership options and donations, operating the till for retail and catering sales, restocking shelves, preparing hot and cold refreshments as well as general duties around the centre providing excellent customer service.

### Background detail

Our Naze Nature Discovery Centre is located north of Walton-on-the-Naze. The site has immense historic and civic importance, the famous Naze Tower being just one example, and is a site where coastal change can be easily seen and understood.

The Naze is a special and important place for many reasons and is a place where wildlife thrives, from insects living in the soft cliffs to the familiar barn owl hunting over the grasslands. The Naze is the gateway into Hamford Water National Nature Reserve, an area of international importance due to the number of wildfowl and waders that it supports and is itself a sanctuary for migrating and nesting birds, from Dark Bellied Brent Geese to Sedge Warbler and Whitethroat. To the east of the peninsula are the famous cliffs, fifty million years old and designated a Site of Special Scientific Interest. The 70 foot high cliffs are made up of London clay, Red Crag and Thames sands and gravels and fossilised sharks teeth, shells and wood are found daily on the beach.

Our centres are not for profit making. All money raised goes directly back into managing conservation across Essex.

### Time commitment

Our nature discovery centres are open all year round from 10:00am until 5:00pm (4:00pm in the winter months) except Christmas Day and Boxing Day. We are looking for volunteers who are available for either full or half days.

### Location

The Naze Nature Discovery Centre, Old Hall Lane,, Walton-on-the-Naze, CO14 8LE

### Role description

- Welcoming visitors to the centre.
- Discussing and sharing with guests the work of the Trust.
- Discussing membership options.
- Operating the till for retail and catering sales.
- Restocking catering and retail shelves.
- Preparing hot and cold refreshments.
- Clearing tables and using the dishwasher.

### Specialist knowledge and experience

- None.

### Why volunteer and why this opportunity?

As well as the opportunity to make a significant contribution to a local wildlife charity, the role provides opportunities to develop skills and knowledge. It is also an opportunity to become part of a thriving community of committed volunteers. This opportunity will allow you to get to know your local community well and connect with other Essex Wildlife Trust members and volunteers in your area.

**Special conditions**

- All Essex Wildlife Trust volunteers are required to complete any essential training.

**EDI Statement**

Essex Wildlife Trust is committed to an inclusive and diverse workplace where everyone is welcome. As a conservation charity, we know how important diversity is, both in our natural world and amongst the people who choose to volunteer with us. We want everyone to feel valued and empowered to contribute to our vision of “A county rich in wildlife with people connected to nature”.