

Essex Wildlife Trust

Volunteer Role Description



Job title Meet and Greet Visitor Centre Volunteer

Volunteer Manager Site Manager/Assistant Centre Manager

Role purpose

Our meet and greet volunteers at our nature discovery centres welcome visitors to the centre, talk about the site, our Essex Wildlife Trust Membership options and donations, operate the till for retail sales, restock shelves as well as general duties around the centre providing excellent customer service.

Background detail

Our Belfairs Nature Discovery Centre is a visitor, community and education centre. It is an important gateway to the Belfairs & Daws Heath Living Landscape in south Essex. Essex Wildlife Trust and Southend-on-Sea Borough Council are working together with many partners and local people, on conservation and education activities, to preserve this fantastic landscape for future generations.

Belfairs Woodland Centre introduces visitors to the 1160-acre Living Landscape, a third of which is woodland, including a number of outstanding sites valuable for nature conservation. It is a crucial green lung surrounded by urban areas and provides a tremendous green space of great importance to local people of the Boroughs of Southend and Castle Point.

Much of the woodland is officially 'ancient woodland'; some is more than 1,000 years old, making it the earliest woodland recorded in Essex. The woodlands are home to a number of historic landscape features and a wide variety of flora and fauna, including several nationally-threatened species.

The dormouse, heath fritillary butterfly and song thrush are key species here, as is the unusual Wild Service tree, an important indicator of ancient woodland. The woods are enjoyed by local residents and visitors for walking, cycling, horse riding, golf and bowls. Most of the woods survive from an age when woodland was a vital economic resource. Coppicing and woodland rotation helped long-term sustainability, creating a patchwork of trees of different age, height, density and species – incidentally supporting a far greater diversity of plant and animal species.

The visitor centre offers an opportunity to discover the wildlife whilst enjoying refreshments and a gift shop, run by a friendly team and wonderful volunteers who are passionate about providing fantastic customer service.

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 during our weekend opening hours.

Location

Belfairs Nature Discovery Centre, Eastwood Road North, Leigh on Sea, SS9 4LR. Limited parking is available at the visitor centre.

Role description

- Welcoming visitors to the centre.
- Discussing and sharing with visitors the work of the Trust.
- Discussing membership options.
- Operating the till for retail sales.
- Restocking retail shelves.

- Supporting the café with 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 over 1400 Essex Wildlife Trust 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”.