London Wildlife Trust

Conservation Intern, Camley Street Natural Park

Role Description and Person Specification

Responsible to: Senior Project Officer (New Roots)

Located at: London Wildlife Trust Camley Street Natural Park, 12 Camley Street, London, N1C 4PW

Report to Oversight Committees: Regional Development Manager – North

Overall Responsibilities:

- To follow the LWT’s Health and Safety Policy at all times, including undertaking Risk Assessments for sites, events and activities, COSHH assessments and adherence to LWT’s Safeguarding Children and vulnerable adults policies.
- Represent the project to internal and external audiences as appropriate.
- Administer own work, files, and records, attend and contribute to project team meetings and monthly supervision sessions, and contribute to general running of LWT as may be required by the North Area Development Manager

Main Areas of Responsibility

- To provide vital support and assistance to the New Roots Senior Project Officer in the delivery, planning, co-ordinating of the volunteering sessions at Camley Street Natural Park
- To ensure all tools, equipment and materials relevant to practical conservation work are kept in good working order at all times
- To assist in documenting events and activities through film, photography and logs
- To assist in on-going monitoring and evaluating of the project

In return for this commitment you will receive

- Mentoring by New Roots Project Officer including career development support
- Reimbursement of travel expenses
- Full London Wildlife Trust volunteer induction
- Reserved places on London Wildlife Trust’s training programme
- First Aid training
- Ongoing support from New Roots Project Officer

Other areas of responsibility:

a) Promotion of the Trust: To work at all times to further the aims of the Trust including promotion of Trust membership. To encourage donations and to assist in and promote

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related events and campaigns where appropriate.

b) **Health and Safety**: All staff are legally responsible for ensuring Health and Safety considerations are taken into account in all working situations. Staff are encouraged to make reports or suggestions on any matters of concern.

c) **Equal opportunities**: To work at all times within the Trust’s Equal Opportunities Policy and to promote equal opportunities wherever possible especially with regard to volunteer and membership recruitment.

**This is a voluntary role which is unpaid.**

**Expenses:** Travel expenses will be reimbursed against receipts in accordance with our Expenses policy for travel within London zones 1 and 5

**Hours of Volunteering:** Three days a week by agreement; 9:30am – 5:30pm, including one hour for lunch.
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The following experience, skills and aptitudes are those that we are looking for in candidates for the above role. Those listed as 'Essential' are those that the candidates must have. Candidates who fail to meet these criteria will not be short-listed.

'Desirable’ skills and experience are those that it would be advantageous to have, although it is not essential.

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Applicants will have some experience of either environmental or community work/voluntary experience</td>
<td>Full driving licence</td>
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<td>Ability to relate to and work with people from a broad cross-section of the community</td>
<td>Experience of working with ex-offenders</td>
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<td>Interest in conservation and involving people in nature conservation work in urban areas.</td>
<td>Experience of volunteering or working in urban nature conservation.</td>
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<td>Competent user of Microsoft Office including Word, Excel, Publisher, Outlook</td>
<td>Experience of leading practical conservation tasks.</td>
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<td>Good organisational and time management skills</td>
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<td>Good written and verbal communication skills</td>
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<td>Proactive and creative thinker</td>
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<td>Problem-solving skills, adaptability and an ability to use initiative</td>
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<td>Basic knowledge of health and safety issues and motivation to encourage self and others to work in a safe and responsible manner.</td>
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<td>Willing to abide by the Health and Safety, Safeguarding and Equal Opportunities policies at the Trust.</td>
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An enhanced DBS (formerly CRB) check is required for this role.

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