

Role Description

Open Site Volunteer

Role Title:	Open Site Volunteer
Preferred start date:	By mutual agreement
Volunteering expectation:	Minimum of 1 volunteering session per month
Responsible to:	CET Learning and Volunteering Lead

Creekside Education Trust

Creekside Education Trust (CET) is a unique charity which owns and runs the Creekside Discovery Centre on the banks of Deptford Creek. We are small but we have a big impact. We are a successful wildlife conservation and environmental education charity with a vision for building a vibrant community in the heart of London where people and wildlife can thrive. We do this through:

- **Habitat management** of our grounds and intertidal zones, which are some of the most biodiverse areas for their size in London
- **Educating adults** on the value of these habitats, Deptford Creek and the local area
- A **formal education** programme of adventurous, hands-on learning for schools, colleges, universities
- Delivering activities for **family learning**
- **Working with developers** to improve land management in the area
- Working with **volunteers** who are vital in supporting this work

Role Summary

This volunteer post will support staff at CET who are leading Open Site events and activities at Creekside Discovery Centre. As part of a new project we will be hosting Open Site events on the 1st Sunday of each month from 13.00-16.00, and on the 2nd Friday of each month from 15.00-17.00. Open Site Volunteers will assist with the preparation for these events, welcome visitors during the events, and help ensure the site is safe and secure afterwards.

This is an excellent opportunity for anyone interested in learning more about their local natural environment and connecting with the wildlife around them. There is no specific knowledge necessary, however an understanding of our work and an interest in the natural environment will greatly assist in the role. In your induction and during the sessions there will be opportunities to gain knowledge of the ecology, history and geography of the local area from our staff and other volunteers. Volunteering sessions last around 3.5-4 hours will take place on the days specified above. Volunteers should be able to commit to a minimum of 1 day volunteering per month.

Duties

1. Support CET staff with the delivery of Open Site events for members of the public. This will include setting up and clearing away equipment and facilities before and after sessions. This can include tidying, sweeping, organising resources, moving tables, chairs and benches and tidying bathrooms.

Creekside Education Trust Ltd, Creekside Discovery Centre, 14 Creekside, Deptford, SE8 4SA

Tel: 020 8692 9922 Email: info@creeksidecentre.org.uk Website: www.creeksidecentre.org.uk

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2. Welcoming visitors to the site and interacting with the visitors to ensure they are comfortable and relaxed and relaying any concerns, feedback, or issues to the CET staff.
3. Assist the CET staff with all relevant health and safety procedures and practices. This can include helping with pre/post event site-checks, giving guidance to visitors when entering and exploring the site, monitoring visitors as they move around the site, and recording visitor numbers on-site.
4. Assist with promoting CET and our activities. This can include taking photos during events, gathering feedback during and after events, and speaking with visitors about the conservation and education work we do.
5. Handling donations and payments for books, cards, and other materials. This will require use of our mobile device and SumUp card-reader to take contactless payments. Training will be provided.
6. On occasion supporting CET staff with physically active group activities, for example pond dipping or craft activities for family groups.
7. Complete any other task reasonably requested by CET staff.

Personal Specification

Essential

- General interest in the natural environment, local wildlife, geography, and history
- Enthusiasm for the role and a genuine interest in our charity, Creekside Education Trust
- Willingness to work as part of a supportive team

Desirable

- Experience of working collaboratively with adults or family groups
- Experience of working with children
- Knowledge of the natural environment, local wildlife, geography, and history
- First aid qualification
- Recent DBS check

Equal Opportunities

CET is an equal opportunities employer and will not discriminate. We aim to be a fully inclusive organisation. If you have any mobility issues please contact us directly to find out more about accessibility on our site and within this role.

To apply for this role, please complete the application form and send it by email to info@creeksidecentre.org.uk.