



Bracknell Conservation Volunteers  
Post holder specification  
**Task Co-Ordinator**

**1) To ensure that BCV have a series of tasks throughout the year by:**

- Liaising with Bracknell Forest Council (BFC)  
Most BCV tasks are allocated by BFC. The contact point is the Parks and Countryside Administration Office. Contacts (as at July 2021) are Sue Synge or Rachel at [Parks.CountrysideAdmin@bracknell-forest.gov.uk](mailto:Parks.CountrysideAdmin@bracknell-forest.gov.uk)
- While the Admin Office is the first point of contact for the task co-ordinator, there are occasions when they are not contactable or do not have the relevant information. In these circumstances the task co-ordinator will liaise with the Park Rangers, who are able to go through different lines of communication.
- Further steps can be taken through contacting Chris Swatridge, Senior Ranger

**2) Gather information regarding the allocated tasks**

- Chase Admin Office, or if necessary, liaise directly with Ranger to ascertain:
  - Location of site
  - Parking availability
  - Nature of the task
- Forward updated information to BCV officers

**3) Liaise with other local organisations**

- Nightingale Crescent. Try to allocate a date before the next BFC task list is formulated and advise the Admin Office on that date as we are assigned to another organisation
- There may be contact with other groups

**4) Communication within the group**

- Information relating to the task diary must be passed on to:
  - Task leaders
  - Secretary
  - Webmaster
- New members -information/relevant information regarding new members must be passed to the appropriate BCV officer

