



Bracknell Conservation Volunteers
Post holder specification
Task Leader

Purpose:

- 1) To coordinate the group's activities and make appropriate tools available so as to have a productive day with all volunteers making a valued contribution

Activities:

- 1) Liaise with the site Ranger in the week ahead to find out what the task is
- 2) Decide on the tools to bring, in discussion with the Ranger and other team members
- 3) Fetch car from the garage on the morning of the task and load with the tools needed
- 4) Led by the Ranger, brief the group on the day's task and any specific risks
- 5) Walk the site with the Ranger and a couple of volunteers to get clarification of the task
- 6) Organise the group so everyone is working on a task suitable for them and is working in a safe way
- 7) Put up with, as cheerfully as possible, the volunteers grumbling about everything and anything not to their liking
- 8) Visit each group of volunteers at intervals during the day to see if everything is OK, and allocate to new tasks / work areas if needed
- 9) Make sure all tools are collected at end of day and put back in the car
- 10) Return car to the garage, remove any tools that are not needed for following week and spread out anything that is wet

Comments:

- 1) #6 is the hardest bit, everything else is relatively easy.
- 2) Ideally, #5 would be done in advance of the 9:30 meet up, but some sites are so big or so far from the parking that this isn't practical

