



Bristol Parks Volunteer Programme

Volunteer Role Description

Lead Volunteer (for staff-led park session)

Responsible to: Bristol Park Ranger

Location

Park or green space project you will support:

Time commitment

Time commitment is flexible and negotiable:

- We suggest staff session lead volunteers give between 4 to 16 hours a month
- We suggest a minimum commitment of 3 months working alongside a park ranger

General role description

The Lead Volunteer for staff-led park sessions role involves assisting a Bristol Parks ranger to organise, prepare, and deliver outdoor practical activities to improve parks and green spaces.

Tasks include:

- loading tools for the activity into vehicle
- helping to welcome volunteer participants on the day of the activity
- supporting the ranger to supervise volunteers on the day
- keeping an eye out for hazards and reporting back to the ranger to support safer working
- checking tools, cleaning, sorting and unloading

Optional: If you have had relevant training, you could lead groups independently of the ranger or smaller break away groups.

Practical tasks and activities could include litter picking, scrub clearance, coppicing with hand saws, invasive plant species removal, scything, species or habitat surveys, bulb planting, orchard tree pruning and mulching, various habitat enhancement (e.g. hibernaculum building), guided walks and talks. Activities will vary seasonally and according to site management plans.

Responsibilities:

- support ranger to welcome, supervise and thank participants
- being familiar with risk assessments and safer working practise
- report any accidents and near misses during the session to your supervising ranger
- be familiar with and uphold the Bristol Parks and Park Lead [Volunteering agreement](#).
- be familiar with and uphold parks byelaws: [Park Byelaws](#)



Your role may also involve:

- entering survey data on survey-specific databases or spreadsheets
- recording attendance at work sessions on the volunteer database, Better Impact.

Qualities and skills required:

- approachable, friendly, respectful
- good communication skills
- be willing and flexible - have “hands on/get stuck in” approach
- experience of working with a wide range of people from various backgrounds

Support and guidance

For this role you will receive a volunteer role description (this document)

Support is available from:

1. Your ranger lead:
2. Your operation area coordinator:
3. Bristol Parks volunteer coordinator: Nicola Ferris

Training and induction

1. Essential:
 - Site induction of parks depot and green space sites
2. Advisable:
 - Parks health and safety training for lead volunteers
 - First aid
 - e-learning modules are available which lead volunteers may find interesting and useful for personal development and/or their role: [Bristol City Council e learning](#).

The two modules most relevant to park lead volunteers are:

- [Equality, Inclusion and Diversity: Your rights and responsibilities](#)
- [Safeguarding awareness – Adults at risk and children](#)

Application process

1. Submit your application
 - a. online: [Bristol Parks Volunteer Lead application form \(on Better Impact\)](#).
 - b. to complete an alternative version of the application form contact Bristol Parks volunteering team by email parkvolunteers@bristol.gov.uk or phone: 07823 723123
2. We will contact applicants for an informal chat
3. Successful applicants will be invited to an induction with the ranger (essential)
4. Successful applicants will be invited to Parks Health and Safety training (advisory)
5. One character reference will be required before starting the staff group support lead role