

Bristol Parks Volunteer Programme

Role Description: Lead Volunteer (parks and allotments)



Responsible to: Your named Park Volunteer Manager

Location: Your park, project or green space

Time commitment:

Time commitment is flexible.

We suggest lead volunteers give between 4 – 16 hours a month and commit to a minimum of 3 months organising and leading work sessions.

General role description:

Bristol Parks Lead Volunteer role involves carrying outdoor practical activities to improve your park or green space, including supervising volunteers. Tasks include:

- planning and form filling to agree, organise and manage safer work sessions
- welcoming volunteer participants on the day of the activity
- identifying hazards and reduce risk. Instruction on using hand tools.
- explaining, allocating and supervising tasks
- bringing the activity to a close

Practical tasks and activities could include litter picking, scrub clearance, bulb planting, orchard tree care, pruning, guided walks and talks

Responsibilities:

- complete and submit activity health and safety plans
- complete and submit site specific risk assessments
- welcome participants, give a safety talk, supervise and thank participants who get involved in your park work sessions.
- record participant names on a register for each session and keep registers safe
- report accidents and near misses during work sessions and volunteering
- 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:

- recording attendance at work sessions on the volunteer database, Better Impact.

Qualities and Skills required:

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- 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:

1. a volunteer role description (this document).
2. a training pack including model risk assessments

Support is available from Bristol Parks volunteer coordinators: Nicola Ferris and Ella Hogg

1. **Lead Volunteer taking care of trees in parks including Community Orchards?**
Holly Paton, One Tree Per Child will be your volunteer manager.
2. **Lead Volunteer in a BCC managed allotment?** Laura Weeks will be your volunteer manager

Training:

1. Essential:

Successful applicants will be invited to Parks Volunteer Health and Safety training

2. Advisable:

- further in person training may be offered including 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](#).
2 modules most relevant to park lead volunteers are:
 - a. [Equality, Inclusion and Diversity: Your rights and responsibilities](#)
 - b. [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. For an alternative version of the application form contact parkvolunteers@bristol.gov.uk / 07823 723123
2. We will contact applicants for an informal chat
3. Successful applicants will be invited to Park Leader Health and Safety training
4. One character reference will be required after completion of Park Leader Health and Safety training and before starting the lead role

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