

# Bristol Parks Volunteer Programme

## Volunteer Role Description

### Lead Wildlife Recorder – Group Leader or Individual

**Responsible to:** BCC Nature Conservation Office [Nature.parks@bristol.gov.uk](mailto:Nature.parks@bristol.gov.uk)

**Location:** Your local park or green space.

## General role description

- As a lead wildlife recorder, you may undertake wildlife surveys as an individual, or you may leading other volunteers as a group.
- You will plan, risk assess and undertake survey visits to collect the data. This may involve coordination of other volunteers.
- You will need to ensure the data is collected in line with any relevant guidance documents for that monitoring scheme.
- You may be required to plan a set route or ‘transect’ for the site which is followed during each survey. The BCC nature conservation officer can assist with this.
- You will need to organise the submission of data collected during surveys. Note for some of the wildlife recording schemes, you may be required to set up an account on a third-party website in order submit survey data directly to that scheme. We may also ask you to share the data with BCC directly and with the Bristol Regional Environmental Records Centre (BRERC).

## Time commitment

- The time commitment will depend on the type of wildlife recording being undertaken. You may be carrying out a one-off survey event such as a ‘bioblitz’. However, most wildlife monitoring schemes require long-term data which involves multiple survey visits a year to be collected over several years. Please confirm that you can meet these requirements before agreeing to take on surveys.
- The frequency and timing of survey visits should be in line with the relevant guidance documents relating to a specific recording scheme. This includes scheduling visits in suitable seasons and weather conditions.
- Survey commitments can be shared as a group, with multiple volunteers attending the surveys, or different individuals covering different visits over the survey season. The coordination of this should be overseen by you as the Lead Wildlife Recorder.

## Responsibilities

- Complete and submit site risk assessments to the relevant BCC volunteer co-ordinator for the survey site and ensure all wildlife recording volunteers have been briefed on this.
- Obtain any survey equipment as required for the survey. Prior permission must be given by BCC before using or deploying any survey equipment in a park or green space site.
- Be familiar with and uphold the Bristol Parks Volunteers and Friends of Group agreement including parks byelaws.
- Report accidents and near misses during volunteering.
- Record and report hazards in your park to Report a problem in a park or open space - [bristol.gov.uk](http://bristol.gov.uk)

### **If leading groups:**

- Welcome other participants, give a safety talk, supervise and thank participants who get involved in the surveys. Be available to advise and provide guidance to other survey participants.
- Ensure all participants have been suitably briefed and hold the relevant skills to be contributing to the survey (including use of any survey equipment)
- Record attendance at sessions on the Parks volunteer database (Better Impact)

### **Essential qualities and skills**

- Hold minimum survey skills required for the wildlife monitoring scheme being undertaken; this may include previous experience of identifying certain wildlife groups or use of survey equipment. The guidance documents for the wildlife monitoring scheme will advise on the skills required to take part.
- Be approachable, friendly, calm, sensitive.
- Good communication skills, particularly when working with other volunteers.

### **Training**

- Health and Safety training:
  - Lead Wildlife recorders aim to lead groups must attend Parks Volunteer Health and Safety training
  - Lead Wildlife recorders planning to volunteer on their own are also advised to attend Parks Volunteer Health and Safety training.
- BCC doesn't currently offer specific survey skills training such as species identification or use of survey equipment.
- Other training can be offered including online mental health awareness and in-person first aid. These are advisable but not essential.

### **Support**

For this task you will receive:

- A role description (this document).
- Relevant model risk assessments and the site risk assessment to be completed.
- A guidance document with information about the wildlife monitoring scheme including how to take part and the required skills.

### **Any other requirements**

- Please sign up to Better Impact database via the application form: [Park Lead Volunteer application form](#)
- Please review [our Parks Volunteering Privacy Notice](#) to understand how we will handle the data collected during your wildlife surveys.
- A reference check will be required for those leading other volunteers as a survey group leader.