#

**Communities Trainee**

**Role Description**

Hours of work: 2 days per week, 9am – 5pm.

A commitment of 6 months is required.

Based at Warwick House, High Street, Llandrindod Wells, LD1 6AG.

### **Terms and conditions**

**Role Title:** Communities Trainee

**Responsible to:** Head of Conservation, Wilder Communities Project Officer

**Responsible for:** Assisting other trainees and volunteers.

**Role Purpose:** Assisting with the delivery of Radnorshire Wildlife Trusts work to engage with the local community through the creation of habitat management plans, the training and completion of species surveys and running of events.

**Office base:** Warwick House, High St, Llandrindod Wells, LD1 6AG

We can only cover maximum of £100/ month of the mileage claims from your office base to other sites to work. Milage claims will be paid at the volunteer rate, which is 30p per mile.

**Opportunity:** 15 hours per week for 6 months, with potential for extension. Some evening and weekend work will be required, and a ‘time-off-in-lieu’ system will be used to cover this.

**Salary:**  Volunteer position

**Benefits:** £130 to cover accredited training

**Eligibility:** This role is open to all ages. We welcome applications from those wishing to gain experience in conservation.

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| **What sorts of tasks and activities will I be doing?** |
| You will assist the Wilder Communities Project Officer to undertake species surveys and assess habitats, learn to plan and implement natural solutions. You will liaise with community groups and landowners to establish a volunteer network across Radnorshire. You will learn to deliver events and training to engage with communities and encourage individuals to act for nature.  |
| **How will my role fit in with the RWT’s work?** |
| One of our strategic goals for 2030 is that nature is in recovery. Through your role you will increasing the abundance and diversity of wildlife, inspiring people to take action for nature and helping to reduce the impact of climate change. By taking part in this traineeship, you will be helping not only deliver a very exciting project but be part of our work to secure a better future for the local communities and wildlife.  |
| **Who will I be volunteering with?**  |
| You will be part of a dynamic and motivated team, with opportunities to work with our current staff of 20. RWT has recently trebled in size and has several exciting projects running. We have a history of training and developing staff through our seasonal posts. You will report to a dedicated mentor, who will support you, monitor your progress and help with personal development throughout your placement.  |
| **Where will I be based?**  |
| You will be based at RWT’s office in Llandrindod, but will also travel to other sites within Radnorshire, on a weekly basis. Travel from the office to other sites can be arranged in advance. |
| **How much time will be expected to give?**  |
| You will have to be available for 2 days a week for 6 months. The days you will need to commit to are Tuesday and Thursday. On a normal day you will start at 9:00 and finish at 5:00, although this might vary sometimes. Some evening and weekend work will be required, and a ‘time-off-in-lieu’ system will be used to cover this. |
| **What’s in for me?**  |
| If you’re enthusiastic, energetic, and determined to get into a paid role in practical conservation this could be a perfect first step for you. You will benefit from a substantial amount of training and plenty of active experience, learning from our experienced, professional employees and volunteers how and why we do things. Our training programme is specifically geared to giving you a wide range of employer-valued skills, depending on availability and what is best suited to your career plans. * Personal training budget (£130) to attend external courses approved by your mentor (e.g. First Aid)
* Learn and gain experience in nature conservation work, habitat management and sustainability.
* Develop new skills and knowledge on tool use and maintenance.
* Learn and gain experience in working with and leading volunteers.
* Improve species identification skills and learn how to undertake a variety of wildlife and habitat surveys.
* Learn about community organising.
* Gain experience in digital marketing, campaigns, and advocacy.
* Develop good IT skills.
* Learn about the wildlife and ecology of Radnorshire and Wales.

Your development and the type of experience you gain will be led by you.On top of that, you’ll benefit from being in dynamic and motivated team, meeting other trainees, employees, and volunteers. You’ll get to see how a conservation organisation works, giving you the chance to build a network of contacts and develop communication and team-working skills that are so important to your future career. |
| **Will I be able to claim expenses?**  |
| We can only cover maximum of £100/ month of the mileage claims from your office base to other sites to work. Milage claims will be paid at the volunteer rate, which is 30p per mile. |
| **What skills, experience and attributes do I need?**  |
| What’s most important is that you should have a desire to get involved and learn all you can. You’ll need to have a keen interest in UK wildlife conservation, a good level of physical fitness, and be willing to supervise volunteers. Relevant volunteering or work experience is desirable.The table below gives some more details about the experience and skills we are looking for.

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|  | Essential  | Desirable  |
| Enthusiasm for outdoor work and nature |  |  |
| Have good communication skills, both written and oral.  |  |  |
| Be confident talking to people from different backgrounds |  |  |
| Have the ability to work on their own initiative as well as co-operate as part of a team. |  |  |
| Be approachable, friendly and behave appropriately when dealing with members of the public and stakeholders. |  |  |
| Mature/ flexible approach to work  |  |  |
| A willingness to learn, develop and undertake training |  |  |
| Willingness to work outdoors on a range of sites and locations, in all-weather  |  |  |
| Ability to plan and organise time, to be punctual and reliable.  |  |  |
| A good level of physical fitness & strength |  |  |
| Previous experience in volunteering, practical work or working with young people and communities |  |  |
| Familiarity with safe working practices. |  |  |
| Ability to speak Welsh |  |  |
| Be computer literate – proficient in Word/Excel/Publisher/Outlook & social media |  |  |
| Knowledge of wildlife present in Radnorshire  |  |  |
| Full driving licence |  |  |
| Have knowledge of the Wildlife Trust movement  |  |  |

**Other information**Unfortunately for this traineeship we are unable to provide accommodation. All trainees will be asked for at least one reference, but two would be preferable. Personal Protective Equipment will be supplied dependant on training and tasks undertaken. |

### **Background**

Radnorshire Wildlife Trust (RWT) is a charity that exists to protect and enhance Radnorshire’s wildlife and natural environment. It currently has 20 staff, 18 nature reserves, nearly 200 volunteers and a turnover of approximately £1.5 million. Our headquarters is based in Llandrindod Wells.

RWT is one of 45 Trusts which together make up The Wildlife Trusts, a national partnership of independent local Trusts active in all aspects of wildlife conservation. RWT is currently the smallest UK mainland Trust, but we have a long history of performing well above our weight.

RWT strives to build and maintain a high profile in Powys and beyond. It has a membership of over 1000 and nearly 7,000 social media supporters. RWT works extensively with volunteers, some of whom are organised through third-party groups within the county.

RWT strives to be an equal opportunities employer.