



Volunteer Role Description

Volunteer Role Title	Role Number
Welcome Volunteer	170
Reserve, Project, Team or Area	
Living Seas Centre	
Volunteer Manager/Supervisor	
Anthony Hurd – Living Seas Centre Officer	
Why do we need you?	
<p>The Living Seas Centre is a fantastic interpretation and education facility that promotes the fantastic marine life to be found off the coast of Yorkshire alongside championing The Wildlife Trust’s vision for ‘Living Seas’. We welcome thousands for visitors every year from families, to folk on holiday and school groups. We are looking for volunteers who can be the ‘face’ of the centre and help with its day-to-day running.</p> <p>If you enjoy talking to people and helping them to have a great time, this role could be for you. You’ll be a welcoming person and will want to talk to people young and old, to tell them about what they could see and do on their visit to the Living Seas Centre and the East Coast.</p>	
What will you be doing?	
<p>You will be the ‘face’ of the Living Seas Centre, welcoming visiting members of the public and enthusing them about the wonderful marine life to be found off our coast. Alongside answering questions you will help to set up and supervise simple craft activities and inform people about the wider programme run from the centre. You will also help in the day-to-day duties; ensuring the coffee machine is fully stocked, carrying out basic admin duties, updating the sightings board and promoting the wider work of Yorkshire Wildlife Trust.</p>	
Experience, knowledge and skills needed for this role	
<p>An interest in marine life and conservation or the local area and its natural history. Have good people and customer care skills. Have the ability to interact with members of the public. Willingness to learn and deliver key facts on local marine life and the work of the Living Seas Team.</p>	
Does the volunteer need a driver’s licence? No	
What’s in it for you?	
<p>Opportunity to join a small, friendly team, working to increase public awareness of our local marine life. Enhance people skills through meeting and interacting with members of the public to enhance their visit to the Flamborough Headland and enthuse them about UK marine life.</p>	

Where is the role based
The Living Seas Centre, South Landing, Flamborough
Commitment
The Living Seas Centre is open daily from February half term until end of November, plus every Sunday year round. The Discovery Room is open weekends and Yorkshire school holidays. We're flexible and any time you have to help during opening times is great, if it's only a few hours to a whole day we'd like to hear from you.
Duration
Ongoing

Recruiting Information (standard: YWT, Environment Job, Do-it)
How many volunteers are needed in this role/team? 1 to 2 volunteers a day Recruitment start date: _____ End date (if any): _____ Interview date (if applicable): _____ Any particular requirements or suggestions (eg a volunteer centre, local publications): Local area
Does this role involve working with children or vulnerable adults? (give details) Yes – children and vulnerable adults will visit the centre but will always be supervised by a responsible adult/carer. If yes, will the volunteer have supervisory responsibility for the children or vulnerable adults? If so how frequently? (give details, eg once per week, per month) No
Will the role involve any other sensitive tasks for which we may wish to check suitability via references or a criminal records check?(eg. confidential data, finances) Yes – dealing with members of the public / possible cash handing and retail sales
Have you carried out a risk assessment for this role or the main tasks it involves? Please list any relevant factors (eg. working with animals/ in water, risk of ticks etc.) <i>(Please ensure any factors that may affect the type of volunteer you recruit are listed here or in the 'experience, knowledge and skills' section, inc. medical or fitness requirements)</i>
Risk assessment complete? Yes/No Relevant Factors:
What training is required to fulfil this role? First Aid? Yes / No (1day / 3day) Preferable however not essential Other Essential: _____ Other Desirable: _____
What equipment is required to fulfil this role? (inc. computer software/licences, PPE) Office: Desk: Yes Computer: Yes Software: _____ Personal Protective Equipment: _____ Other: _____
Have you identified the necessary budget to cover the training, PPE, equipment and travel expenses of this volunteer role? (give details) Yes/No