



## Job Description

<b>Job</b>	Landscape Volunteering Officer		
<b>Reports to</b>	Estate Supervisor		
<b>Hours of work</b>	37.5 hrs / week	<b>Contract type</b>	2 year contract Funded by the National Lottery Heritage Fund
<b>Annual leave</b>	25 days plus statutory Bank Holidays pro rata		
<b>Work pattern</b>	Normal working hours 9am - 5pm, 5 days a week, including Saturday.	<b>Salary</b>	£22,500

### Do you love working outdoors and want to encourage others to?

Arnos Vale Cemetery is a Victorian Garden Cemetery in the heart of Bristol. We are an uplifting site of culture, history, nature, conservation, and wellbeing.

We host a variety of events throughout the year, including funerals, weddings, historic and nature tours, fitness classes, markets, theatre, and film nights. We run a gift shop, venues for hire and a café. As a charity, all our income is used to protect and enhance this special place.

The Cemetery is a 45-acre urban green space; a unique and fascinating place for the community and visitors to explore. Using our Landscape Management Plan, we manage different areas of the site in different ways; for families visiting graves and memorials, as well as for wildlife conservation. We depend on and value the contributions of our volunteers to deliver so much. We offer a range of volunteering opportunities from landscape maintenance to working in the shop, guiding tours, and undertaking historical research. Volunteers are central to our organisation.

Our vision is that Arnos Vale evolves, staying relevant for Bristol's communities.



## **Our Values are Community, Conservation, Compassion, Collaboration**

These are a strong set of values that inform everything we do and we're looking for someone who is aligned with them. As our **Landscape Volunteering Officer**, you'll love getting out, meeting new people, and helping them learn about how we manage our site.

We're a small team, so we all help each other out and regularly need to react to changes to ensure that the site operates efficiently and safely. As Landscape Volunteering Officer, you will work independently and with colleagues to manage and enhance habitats, biodiversity and access on site. You will supervise and support our amazing volunteers and look to recruit new individuals. Training will be provided where needed. You'll be an active, enthusiastic and energetic team member who is adaptable to change and is passionate about this unique site. You'll enjoy taking real pride in your work, be comfortable with dealing with a range of people, as well as undertaking practical conservation tasks. We'd love to find someone who wants to get out into the community to share this special place.

This role is key to our Heritage Lottery Funded Rooted in Nature project which aims to:

- Build relationships with organisations to recruit new volunteers particularly those who have been hardest hit by Coronavirus including black communities, minority ethnic and young people. You'll create opportunities for people to engage with the site, increasing their skills and knowledge of nature conservation, habitat restoration, and landscape management to enhance their wellbeing.

- Facilitate the clearance phase of extensive areas of ash dieback-affected woodland to maintain a safe site for visitors.
- Contribute towards the long-term recovery and improvement of the woodland and its sustainable management, expand and conserve existing areas of species-rich grassland, other habitats and biodiversity.



### **Role description**

You'll forge new relationships across the city, with the support of colleagues and Voscur to engage new volunteers, reaching out to new audiences as well as existing volunteers and community groups, engaging with the groups hit hardest by covid. You'll work mainly on-site supervising and supporting volunteers to achieve the aims of the project, ensuring that they have a positive and enjoyable experience. You'll be responsible for championing and promoting volunteering externally and across the organisation.

You'll assist in the delivery of the Rooted in Nature project, including woodland management and chainsaw work, maintaining scrub and grassland habitats, maintaining open ground and the site boundary, constructing and maintaining paths and steps, and other landscape-based tasks, in line with the Trust's Vision and policies for the site.

You'll plan, organise and supervise practical activities our volunteering sessions. You'll make sure that tools, equipment and machinery are maintained, stored and looked after to ensure that they are in the best condition and are safe for use. Health and safety is



important in this role and you'll create risk assessments and communicate them to ensure our activities are safe.

We're a small team so being able to help across the site is important. You might be asked to help with cemetery-related duties and other events, looking after and maintaining the buildings, or opening and closing the cemetery gates.

This is a busy role, so you'll need to be enthusiastic and proactive with a positive approach. You'll be an excellent communicator and love telling people all about Arnos Vale and the opportunities available.

We believe in celebrating people's differences. So regardless of your background or personal characteristics, if you are great at what you do, we want to hear from you.



### **What a working week looks like**

You will run a minimum of 3 volunteering sessions currently on Tuesday, Thursday and Saturday mornings every week. On Volunteering Days you'll look after and supervise our volunteers, planning areas of work and preparing tools to achieve the outcomes for the day. You'll encourage, support, induct and train our volunteers, ensuring that they have a positive experience.

Every Wednesday we have a team and operations meeting to go through the impending event logistics. These meetings are currently conducted digitally on Microsoft Teams.

On other days you'll look to build new relationships across the city. With support from colleagues, Voscur and other networks, you'll go to other organisations and groups to explain what we do and the opportunities that are available to new volunteers. You'll run taster volunteering days to encourage people to have a go, as well as corporate volunteering sessions for larger groups. You'll be passionate about working in the outdoors and encouraging new people to give it a go.

## **Person specification**

### Essential:

- An interest in nature conservation and biodiversity
- Experience of working with or being a volunteer, planning and leading work
- A range of practical landscape maintenance and nature conservation skills in a physically demanding role
- Great people and motivational experience, able to communicate well with a wide range of people
- Good time management and organisational skills
- Self-motivated, pro-active, able to work unsupervised, as well as part of a team, following and implementing instructions
- Interest in gaining vocational qualifications and training
- Compassionate to the varying needs of the different individuals
- A commitment to equality, diversity and inclusion
- Willingness to adopt and promote the values of Arnos Vale Cemetery Trust
- Happy to work in a cemetery

### Desirable:

- Experience volunteering in the nature conservation sector
- Qualified and experienced in chainsaw use
- Skilled in maintaining tools and equipment
- IT skills
- Current First Aid qualification
- An understanding of potential barriers to people volunteering

## The Benefits

We offer all our employees a wide range of benefits including:

- A contributory pension scheme
- 25 days annual leave plus Bank Holidays (increasing year on year after 5 years' service up to 30 days)
- Opportunities for learning and development
- Wellbeing initiatives
- Workspace within walking distance of Bristol train station, free onsite parking
- Free tours of the site and a whole lot more!

## Recruitment policy

Arnos Vale Cemetery Trust is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describe exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We will make reasonable adjustments to the recruitment process if you have a disability or long-term health condition, or if you need something different or additional as part of the recruitment process. Please do let us know if this applies to you, or if you need this document in a different format.

## How to Apply

Please send us your **CV, a covering letter** (no more than two pages) **or a 3 min video** explaining your suitability for the role. Also complete the **Arnos Vale Cemetery Trust Equality and Diversity** monitoring form and send to [ellie.collier@arnosvale.org.uk](mailto:ellie.collier@arnosvale.org.uk)

If you'd like more information, please call on 0117 971 9117

Deadline: 3<sup>rd</sup> May 2022 5pm

Interviews: 9<sup>th</sup> May 2022