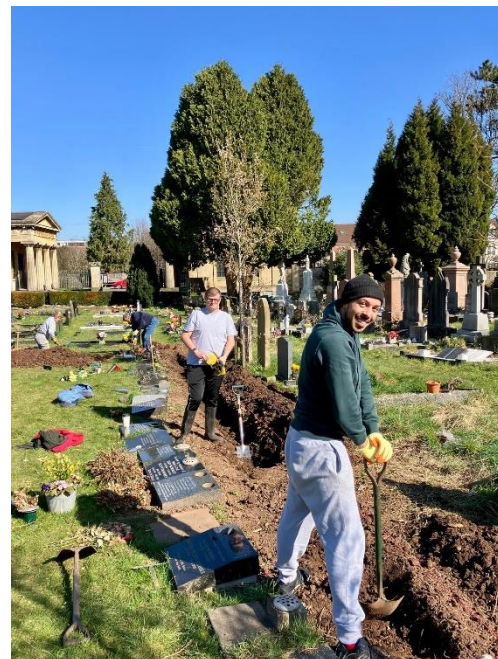




Landscape Volunteer Officer

Location:	Arnos Vale Cemetery
Department:	Landscape
Report to:	Landscape Manager
Responsible for:	Landscape Volunteers
Salary:	£25,584 per annum (£20,467 pro rata)
Contract:	Two year contract It is intended that this contract will be extended, if additional funding can be secured.
Working hours:	30 hours per week, working alternate Saturdays. Working outside of normal hours, including travel, may be required.
Annual leave	25 days plus statutory Bank Holidays pro rata



Volunteers replanting Garden of Rest hedge
©Arnos Vale Cemetery Trust

About Arnos Vale Cemetery



Broken column
©David Gurney

Arnos Vale is a Victorian Garden Cemetery in the heart of Bristol where more than 300,000 people are buried or remembered. We're a special place where communities come together. The job of the Arnos Vale Cemetery Trust is to ensure the site can be enjoyed now and saved for future generations, as a place of heritage, tranquillity, wellbeing, and wildlife.

As a unique 45-acre green space in the heart of Bristol we balance the management of being a Site of Nature Conservation Interest (SNCI) with our nationally recognised heritage, with Grade II* Listed chapels, lodges and monuments and our landscape listed as a Registered Park and Garden on the Historic England register.

Vision and mission

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

Our mission is to share and enhance this special space for all.



Landscape Team with our 2024 Green Flag Award
©Arnos Vale Cemetery Trust

Values

Compassion	We are kind, sensitive and understand that grief is unique for everyone. We lead with kindness in every interaction, no matter the reason for visiting, to create trust within the team, visitors and partners.
Community	We believe in the importance of communities and strive to improve access for all. We are professional in our approach and celebrate achievements, innovative engagement and meaningful relationships.
Conservation	Looking after Arnos Vale is core to our charity objectives. We appreciate and conserve heritage and nature equally, balancing our conservation management.
Collaboration	We work together embracing diverse perspectives and backgrounds. We are well organised, demonstrating integrity and accountability. The way in which we work with one another is of equal importance to the work itself.

About the role

Our values inform everything we do and we're looking for someone who is aligned with them. As our **Landscape Volunteer Officer**, you'll love getting out, meeting new people, and helping them learn about how we manage our site.

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 for you 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 the work accomplished by yourself and the volunteers and thrive on dealing with people from a broad range of backgrounds; we'd love to find someone who wants to get out into the community and let more people know about this special place!

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. Many of these roles are public facing, and you may find yourself working around people as they experience landmark life events.

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.

Role specific responsibilities

Leadership

- Coordinate and supervise sessions with the existing volunteer cohort whilst growing numbers and boosting participation. You'll look to increase the intergenerational nature of the groups by creating an exciting environment for younger volunteers using the sessions as a gateway into the conservation sector.
- You will oversee two newly recruited voluntary Session Coordinators, who will be taking part in a twelve-month placement to help bolster their experience in landscape conservation and volunteer management.
- You'll also be responsible for championing and promoting volunteering externally, collaborating with community groups, charities and organisations on projects that bring new people into Arnos Vale.
- 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.
- Whilst leading sessions you'll be able to explain how the work feeds into the management plan and help new volunteers form an understanding of basic environmental concepts.

Operations

- You'll liaise with the Landscape Manager to ensure that the aims of the management plan are being achieved. You'll plan, organise and supervise practical activities for our volunteering sessions, regularly clearing overgrown vegetation from areas of graves and along footpaths.
- Tasks will include woodland management and chainsaw work, managing scrub and grassland habitats, maintaining open ground and the site boundary, constructing and maintaining paths and steps, and other maintenance and conservation-based work.
- Work with the Landscape Manager to organise the phased removal 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.
- 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.

Managing risk

- Health and safety is important in this role and you'll ensure relevant risk assessments are in place and communicate them to ensure our activities are safe.
- Ensure risks and hazards are clearly communicated and mitigation methods (PPE, etc.) are recorded in risk assessments and adhered to by the facilities team.
- Work collaboratively with the wider team enabling safe access for the public
- Ensure that you stay up to date with relevant training and certifications
- Support the provision of planned, preventative and reactive landscape maintenance and project manage works as appropriate



The Arnos Vale green work truck on a path
©Arnos Vale Cemetery Trust

Providing a great visitor experience

- Deliver excellent customer service, handling enquiries and resolving issues quickly and effectively.

Person specification

	Essential Criteria	Desirable Criteria
Skills and Experience	<ul style="list-style-type: none"> • Experience of working with or being a volunteer, planning and leading work • A range of practical landscape management and nature conservation skills in a physically demanding role, including using a brushcutter/trimmer and other two-stroke machinery • Basic IT skills using Microsoft programmes, inc. Word, Excel, Outlook and PowerPoint. • Driving licence and confident to drive a long-wheel base tipper. 	<ul style="list-style-type: none"> • Experience of volunteering in the nature conservation sector • Qualified and experienced in chainsaw use • Skilled in maintaining tools and equipment • Current First Aid qualification
Personal qualities	<ul style="list-style-type: none"> • A commitment to equality, diversity and inclusion • A passion for nature conservation and biodiversity • 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 • Resilience and aptitude to deal with challenging situations • Compassionate to the varying needs of volunteers • Willingness to adopt and promote the values of Arnos Vale Cemetery Trust • Comfortable assisting with some funerary tasks 	<ul style="list-style-type: none"> • 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 pro rata (increasing year on year after 5 years' service up to 30 days)
- Opportunities for learning and development
- Confidential advice & counselling through the Employee Support Programme
- Workspace within walking distance of Bristol train station, free onsite parking
- 10% discount in the Arnos Vale shop and café
- Social events
- Free tours of the site and a whole lot more!

Application process

Please send us your CV, a covering letter (no more than two pages) or a 3-minute video explaining your suitability for the role. Also complete the Arnos Vale Cemetery Trust Equality and Diversity monitoring form and send all of these to Ann.Fiddler@arnosvale.org.uk

If you'd like more information, please email info@arnosvale.org.uk to arrange a call.

Deadline for applications: 5pm Sunday 28 Sept 2025

Interviews Tue 7 Oct 2025
At Arnos Vale Cemetery, Bath Road, BS4 3EW

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.



Long grass in the cemetery before the meadow cut
©Arnos Vale Cemetery Trust