

# Cricklepit Event Volunteer Role Description



**Opportunity: Cricklepit Event Volunteer.** Throughout the year DWT run several events at the charity HQ, Cricklepit Mill. These vary from monthly milling demonstration events to high profile family fun days.

## What the task involves:

The tasks vary depending on the type of event. Typical tasks include:

- Setting up the site (gazebos, displays etc) and packing away at the end of the day.
- Meeting, greeting and directing members of the public.
- Dealing with their requests and enquiries (often by simply directing them to a member of staff).
- Helping out with crafts and activities (often aimed at families) – sometimes thinking of ideas for these.
- Serving refreshments.
- Wearing animal costumes or guiding people in the costumes.
- Being a friendly face and chatting to families and children.

There will usually be a full event briefing provided for individual events, detailing who is doing what and some background to the event/site.

## Purpose:

Varies according to event, but in general to publicise the work of DWT and raise the profile of Cricklepit Mill. We want to make our members feel positive about supporting the Trust, attract new supporters, and to build partnerships and networks as well as to raise awareness of the need for nature conservation.

## Skills and abilities

Volunteers need to be friendly, helpful, good with the public, and generally happy to muck in where needed.

As there are a variety of tasks and activities within an event, tasks can, to an extent, be matched to volunteers' strengths and interests

## Where:

Cricklepit Mill, Commercial Road, Exeter, EX2 4AB

## When and how often:

Varies. Volunteers can help for all or part of the day. Setting up sometimes starts as early as 8am, or the day before. Events often run from 10-4 and it takes an hour or so to clear away afterwards. Milling Days run from 10-12 on the second Friday of each month.

## Who is the supervisor:

Jan Coman – Communications Team Leader at Devon Wildlife Trust.

## Expenses/equipment available:

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DWT provides all equipment necessary. Travel expenses will be covered as agreed in advance with the organiser, but we do encourage local volunteering. Usually travel expenses would cover up to a 25 mile round trip.

## **Health and Safety/ Risk Assessment**

A risk assessment is completed for each event. You will be informed of any particular risks or safety requirements and will be expected to comply. (eg wearing a hi-visibility jacket when directing the car parking)

## **What's in it for the volunteer?**

Events are usually hard work but fun. You get to meet a lot of interesting people, get to know staff and other volunteers, and learn a fair bit about DWT or the nature reserve where the event is being held. Where possible, we try to arrange enough help to enable time for everyone to join in with some of the activities

## **How to apply**

The need for help with events is advertised through the website and Help Needed. Or email [jcoman@devonwildlifetrust.org](mailto:jcoman@devonwildlifetrust.org)

Simply get in touch with the contact person. If you would like to join an email list to be contacted about upcoming events for which we need help, simply circle "events" in the volunteer registration pack or contact Dawn Lenn, Volunteers Officer. [dlenn@devonwildlifetrust.org](mailto:dlenn@devonwildlifetrust.org) 01392 279244