

Volunteer Role Description

Role Title
Kingcombe Centre visitor engagement volunteer
Purpose of the role
To assist Dorset Wildlife Trust in the daily running of the Kingcombe Visitor Centre (KVC), providing information to visitors to the centre and surrounding site, promoting the nature reserve, carrying out surveys, assisting with engagement activities and empowering visitors to take action for wildlife.
Type of work the role will be involved with
<ul style="list-style-type: none"> • Helping with day to day running of centre, including welcoming and talking to visitors, keeping the centre clean and tidy, providing relevant information to visitors, event bookings, sales and use of the till. • Carrying out opening and closing procedures in the centre. • Providing information about the nature reserve and codes of conduct to visitors. • Carrying out simple surveys to monitor and record wildlife and visitor activities within the area. • Assisting with DWT events such as school visits, school holiday activities, guided walks and occasional awareness events elsewhere in Dorset. • Optional additional tasks depending on your skills and interests may include helping with KVC site work and other public events, data recording, office administration, visitor centre DIY, occasional gardening work to maintain the area around the visitor centre.
Skills and abilities you will be using in your role
<ul style="list-style-type: none"> • You must be reliable and committed to this role. • Ability to follow given health & safety guidelines. • People skills to engage visitors and promote codes of conduct. • Money handling and use of till. • Membership recruitment.
You will be based at:
Kingcombe Visitor Centre, Toller Porcorum, Dorset DT2 0EQ
Times/days we would like you to be available (Minimum time commitment)
Ideally a regular slot (11 am – 2:00 pm) Friday, Saturday, and Sunday including additional sessions during the week with notice (school visits & half term etc).
Benefits to you
<ul style="list-style-type: none"> • Regular opportunities to learn on a variety of related topics. • Opportunity to help DWT raise awareness of wildlife & conservation. • Opportunity to take part in surveys and events. • Working as part of a team, meeting like-minded people.

Your supervisor
<ul style="list-style-type: none">• KVC duty staff
Competencies/Certification required for this role (Training may be offered)
<ul style="list-style-type: none">• Training and comprehensive guidance will be given.• Regular communication and updates
Notes/special requirements
<ul style="list-style-type: none">• Parking permit provided for the duration of your volunteer session.• Age 18 and above• A DBS check may be required (DWT will arrange this)