

VOLUNTEER ROLE DESCRIPTION

Directorate: Community
Location: West Stow Anglo-Saxon Village & Country Park

Section: Heritage
Role Title: Park volunteer

PURPOSE OF ROLE (Why does role exist)

To assist and supplement the provision of a Heritage Service.

KEY RESPONSIBILITIES AND ACTIVITIES

To assist and supplement the Heritage Service provision under the direction of Heritage Officers.

Park Volunteer activities to include:

Routine:

- Sweep sand off ramp up to Play Area
- Sweep slabs outside toilet block
- Sweep and weed kerbstones around park entrance
- Sweep slabs under picnic benches near Visitor Centre
- Refill pond in bird-feeding area
- Harvest willows
- Weed around front of Visitor Centre including planted areas with mulch
- Cut back nettles, etc. growing around gates, benches, etc.
- Prune back overhanging branches along paths
- Reposition picnic benches
- Repairs to stock fence

Miscellaneous:

- Repair and stain bird hide by river
- Replace barrier on river bank at end of path through wood
- Scrub clearance on SSSI and at end of lake
- Paint wood stain on Nature Trail rest-place
- Dismantle/ remove old Impact of Man sculptures
- Carry out park patrols and litter pick

Health and Safety

Managers are responsible for the health and safety of their staff and their actions that may affect others; this is clearly set out in the Health and Safety Policy.

It is the duty of all employees and volunteers, while at work, to take reasonable care of their health and safety, and of other persons who may be affected by their activities; this includes colleagues, contractors and members of the public.

All employees and volunteers must familiarise themselves with the Borough's Health and Safety Policy

The contents of this Role Description has been agreed by :-

Name: Alan Baxter

Title: Heritage Manager

Date: June 2011



St Edmundsbury
BOROUGH COUNCIL