



Sandwich Bay Bird Observatory Trust

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www.sbbot.co.uk

Registered Charity no. 1197743
01304 – 617341

VOLUNTEER INTERN ROLE DESCRIPTION

- The work of the volunteer intern will be directed on a day-to-day basis by the Observatory Warden as line manager, acting under the overall guidance of the Council of Trustees through the Chair of the Trust.
- The primary role of the volunteer intern is to support the Observatory Warden and Assistant Warden across a range of their day-to-day duties and functions.
- Subject to the above, opportunities will also be given for the volunteer intern to pursue any projects which may be related to university course requirements or personal interests.
- The volunteer intern will be expected to operate within all of the Observatory's policy areas including Health and Safety, Safeguarding and Equal Opportunities.

Responsibilities

- 1) To assist with recording the wildlife of the Sandwich Bay area.
- 2) To help update, develop, maintain and analyse census records.
- 3) To make contributions to relevant sections of the Observatory media platforms.
- 4) To assist with the programme of events and activities held at the Field Centre or online, such as school visits, guided walks, talks, events and courses.
- 5) To meet and greet visitors to the Observatory and provide interpretative information and support for those staying in the accommodation.
- 6) To assist with the practical conservation and management of SBBOT nature reserves and other land managed by the Trust.
- 7) To assist with the programme of bird ringing and other surveys as required.
- 8) To support the Warden with daily Field Centre duties. This may include assistance with cleaning of the accommodation and communal areas.

From time-to-time requests may be made to perform additional tasks not listed in this job description. Such requests will be discussed and agreed upon in advance with the Warden.