

# Bracken Hall Countryside Centre

## Volunteer Role Description



<b>Organisation</b>	Baildon Town Council
<b>Overview</b>	<p>Bracken Hall is a Countryside Centre in Baildon managed by Baildon Town Council with the support from the Friends of Bracken Hall Countryside Centre. It provides a space for people to learn and interact with the local environment through educational, informative, creative displays and activities.</p> <p>Bracken Hall is open every weekend to the public to enable them to visit the wildlife garden and exhibition room and take part in family drop-in activities.</p>
<b>Role title</b>	Bracken Hall Countryside Centre Volunteer
<b>Location of role</b>	Bracken Hall Countryside Centre
<b>Responsible to</b>	Bracken Hall Manager
<b>Purpose of role</b>	Our volunteers help to keep Bracken Hall Countryside Centre open to the public on Saturdays and Sundays between 12pm and 4pm.
<b>Description of duties</b>	<p>The duties of a Bracken Hall volunteer are varied and include:</p> <ul style="list-style-type: none"> <li>• Welcoming visitors and giving them information about the activities at Bracken Hall;</li> <li>• Directing visitors to the trail in the garden and the exhibitions in the Centre;</li> <li>• Setting up family drop-in activities in the classroom;</li> <li>• General duties including opening and closing the Centre, handling cash, and keeping the Centre tidy.</li> </ul>
<b>Time commitment</b>	Each shift is a maximum of 4½ hours (including opening and closing the Centre). A typical volunteer commits to one shift per month, although there is no limit to the number of shifts you can volunteer for. We know that people have lots of other things going on in their lives and we try and be as flexible as possible. A rota is to be coordinated on a month-to-month basis.
<b>Skills and qualifications</b>	<p>We are looking for people who are:</p> <ul style="list-style-type: none"> <li>• Interested in nature and the local countryside;</li> <li>• Friendly and enjoy working with people;</li> <li>• Enthusiastic;</li> <li>• Reliable;</li> <li>• Willing to get involved.</li> </ul>

	<p>We have a team of volunteers with a variety of interests (plants, insects, rocks, history, walking, crafts) which makes Bracken Hall a good place to develop your interest in the countryside. We would welcome any relevant skills or interests that you could bring.</p>
<b>Training and support</b>	<ul style="list-style-type: none"> <li>• Induction to the organisation;</li> <li>• Training on the role;</li> <li>• Regular updates on organisational activities;</li> <li>• Ongoing support from the Bracken Hall Manager and the Volunteer Coordinator.</li> </ul>
<b>Reimbursement of expenses</b>	<p>Reimbursement for out-of-pocket expenses incurred when volunteering for Baildon Town Council when agreed in advance with the Bracken Hall Manager.</p> <p>This does not include travel expenses to or from Bracken Hall or childcare.</p>
<b>Benefits to Volunteer</b>	<p>Volunteering can enhance your wellbeing and lifestyle and you can benefit in lots of ways. You can:</p> <ul style="list-style-type: none"> <li>• Learn something new (there is always something new to learn at Bracken Hall!);</li> <li>• Connect or reconnect with nature, history, and the local area;</li> <li>• Gain new experiences which could lead to paid work in the future;</li> <li>• Meet new people;</li> <li>• Improve your confidence and self-esteem;</li> <li>• Have fun and keep active;</li> <li>• Be a part of a friendly team.</li> </ul> <p>All this whilst supporting Bracken Hall and the local community.</p>
<b>Application procedure</b>	<ul style="list-style-type: none"> <li>• Application form;</li> <li>• 2 references;</li> <li>• Informal interview;</li> <li>• Induction session at Bracken Hall.</li> </ul>
<b>Contact information</b>	<p><b>Richard White</b>, Bracken Hall Manager  t: 07933 355753 e: <a href="mailto:brackenhallmanager@baildowntowncouncil.gov.uk">brackenhallmanager@baildowntowncouncil.gov.uk</a></p> <p><b>Rachel Gallagher</b>, Volunteer Coordinator  t: 07759 104565 e: <a href="mailto:vc@baildowntowncouncil.gov.uk">vc@baildowntowncouncil.gov.uk</a></p> <p>Baildon Town Council, Baildon Library, Northgate, Baildon BD17 6ND  <a href="http://www.baildowntowncouncil.gov.uk">www.baildowntowncouncil.gov.uk</a></p>