Volunteer Speaker Role Description

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**IDENTIFICATION OF ROLE**

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**ROLE TITLE** - Volunteer Speaker

**TERM** - Ongoing, opportunities for occasional or regular volunteering

**TEAM** - Fundraising

**WORKING BASE** - Training will be provided at the most convenient location however the working base will be predominately from the venue in which the talk is taking place

**RESPONSIBLE TO** - Jo Darlington/ Becky Stallard

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**ROLE DESCRIPTION**

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Our Volunteer Speakers undertake speaking engagements on behalf of Cheshire Wildlife Trust throughout the year. We would be grateful for volunteers who have experience of public speaking, who are confident and articulate individuals that can give talks to local groups in their area.

We have created an informative talk about the trust, which can be aimed at a range of different audiences, including Rotary clubs, Gardening Clubs, National Federation of Women’s Institutes, Mother’s Union, U3A, and many Conservation and Naturalist Groups.

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**MAIN TASKS**

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* Contacting the Talk organiser to discuss the content of the talk, the date and venue
* Where appropriate agreeing a donation for the talk
* Setting up of projector, laptop and screen together with publicity and leaflets on the night of the talk
* Answering questions from the audience on any queries or concerns they may have or passing this back to the Trust
* A good general knowledge of wildlife and the work of Cheshire Wildlife Trust in particular
* Continuing to develop a wider knowledge of the work of Cheshire Wildlife Trust learning opportunities and research. Keeping up to date with the latest wildlife information
* Reporting back to the Trust any issues raised by the audience which may require attention and or an answer
* Attend meetings with the speaker team from time to time to discuss changes to presentations
* Contribute to the updating and development of interesting and stimulating presentations
* Becoming familiar with and then following the Cheshire Wildlife Trust’s Health and Safety Policy at all times

**Practical Arrangements**

* You will initially be invited to an induction from the speaker team. This will include an introduction to Cheshire Wildlife Trust, a run through of the PowerPoint presentation and an opportunity to ask any questions or share observations
* During the induction you will also be provided with some tips around public speaking and possible situations you may face when delivering a presentation
* You will be provided with a digital copy of the presentation which you can take away to practice
* We would then ask that you come back to present this talk to members of the staff team or other volunteers. This will be an opportunity to provide additional guidance and feedback
* Bookings to be made through the bookings team at Cheshire Wildlife Trust
* You will be provided with a named badge, which will identify your volunteer role and volunteer coordinators details
* You will be provided with the relevant risk assessments to follow and a checklist for organising talks

**Benefits and Training**

* Becoming part of a friendly and dedicated team
* Meeting people from all walks of life and making new friends
* Enjoying new experiences and gaining knowledge of the wildlife conservation field
* Sharing your own experiences with others
* Gaining skills in public speaking

**Volunteer Speaker Specification**

We are looking for someone with the following qualities and abilities:

* Have a good natural history knowledge and/or are willing to learn
* Have a friendly nature
* Are confident speaking to audiences of all types and sizes.
* Enjoy meeting and talking to people and passing on their knowledge and enthusiasm

**Expenses:** Out-of-pocket travel costs between home and volunteering place will be reimbursed. All other expenses must be agreed in advance with the volunteer coordinator.

**Health Requirements:**

**Cognitive and physical ability:** The volunteer will most likely need to stand for the duration of the talk (45 minutes). There will also be some light moving and handling as the laptop will need to be transported alongside a projector and speaker, if this is not available at the venue.

As detailed in the role specification, we do require volunteers to be confident with their ability to speak to audiences of people, this will involve retaining information provided at the training sessions.

**How to Apply:**

If you are interested in this volunteer role then please complete a volunteer registration form and email it to bstallard@cheshirewt.org.uk. If successful, you will be invited along to the induction day.

**Closing date:**

Not applicable