



# VOLUNTEER POLICY

## WELCOME TO SHEPRETH WILDLIFE PARK & SHEPRETH WILDLIFE CONSERVATION CHARITY (SWCC)

The following statement reflects the mission of Shepreth Wildlife Park. This mission is the mission of all members of staff.

Shepreth Wildlife Park will provide the best facilities for the wildlife under its care. The well-being of each animal acquired through: abandonment, rescue, or as part of a breeding programme to conserve species, will be of utmost priority.

We will provide the opportunity for visitors of all ages to increase their understanding of the natural world through our education and conservation programmes using all our available resources.

We will fulfil this mission through conservation, education and recreation.

## VISION STATEMENT

**Conserve, Educate & Enjoy!**



# **VOLUNTEER INFORMATION**

## **VOLUNTEER AREAS AT SHEPRETH WILDLIFE PARK:**

- Animal Care Volunteer
- Visitor Engagement Volunteer
- Gardens and Grounds Volunteer

## **VOLUNTEERING OPPORTUNITIES AT SHEPRETH WILDLIFE CONSERVATION CHARITY (SWCC):**

- Grant Writer
- Events Organiser
- Social Media and PR Assistant Volunteer
- Hedgehog Care Assistant

Email: [swcc@sheprethwildlifepark.co.uk](mailto:swcc@sheprethwildlifepark.co.uk) for a different application form & further information

## **RECOMMENDED HOURS:**

10am - 5pm

## **SHORT-TERM PLACEMENT TYPE:**

1. Weekend placement (Saturday or Sunday) for 6 months
2. Four-week block (5 consecutive days per week)

## **Minimum 20-day requirement**

## **LONG-TERM PLACEMENT TYPE:**

3. Six-month block placement (5 consecutive days per week)
4. One-year placement (5 consecutive days per week)

## **VOLUNTEER CO-ORDINATOR CONTACT:**

Dean Ward (Curator)

## **HOW TO APPLY:**

Please email your completed application form to: [office@sheprethwildlifepark.co.uk](mailto:office@sheprethwildlifepark.co.uk)  
Alternatively you can post a hard copy to the address below:

Volunteer Applications  
Shepreth Wildlife Park  
Station Road  
Shepreth  
Herts, SG8 6PZ

## **AIM OF VOLUNTEERING ROLE:**

A fantastic opportunity to help deliver excellent husbandry, education, gardening or customer services for our Animal Departments.

## **Requirements for volunteering at Shepreth Wildlife Park:**

- Common sense
- Willingness to work
- Enthusiasm
- Ability to follow verbal and written instructions
- Observational skills
- Clothing appropriate for assigned department
- Good communication skills
- Friendliness and confidence dealing with the public
- Reliability

Most importantly ... a smile!

## **Shepreth Wildlife Park volunteer roles:**

### **Animal Care Volunteer**

General husbandry of assigned species on an animal care round within the East or West Section. The upkeep of animal enclosures and surrounding areas, preparation of animal diets as well as supervising our immersive exhibits, such as walk-throughs. This is a physically demanding role with volunteers having the opportunity to really get involved. Please note we have a hands-off policy for most of our animals.

Enrichment is encouraged as a daily husbandry requirement, and volunteers may be providing this but all new environmental enrichment devices must be approved by the Curator or Head of Section before use.

### **Visitor Engagement Volunteer**

Raising awareness of conservation and environmental issues, promoting projects managed by the Wildlife Park and SWCC and helping provide an enjoyable and educational visit on both the Wildlife Park and in the Education & Discovery Centre. You will be required to share knowledge and promote interest in all species by talking to visitors, impart information about the function of Shepreth Wildlife Park as a conservation body and provide a fun and informative visitor experience.

### **Gardens and Grounds Volunteer**

Helping with trimming around signs, maintaining flowers, bushes, ditch line and trees. Cleaning and tidying Wildlife Park areas, maintaining plant and flower beds, watering plants and trees, raking leaves and weed. This position requires access to some animal enclosures.

## **INDUCTION:**

On your first day you will receive our Induction Programme followed by a multiple-choice questionnaire. 10am – 1pm

Formal Induction (1hour)  
Multi-choice Questionnaire

A 30 minute zoom interview is required for

Files for consultation during the induction:

- Health & Safety Policy
- Risk Assessments / Safe Systems of Work
- Safety Guides
- Training Manual
- COSHH
- Institutional Collection Plan & Affiliated policies

## **What are the rewards of volunteering at SWP?**

- Knowledge that you are helping with wildlife, education and conservation
- Opportunities to contribute to your local community
- Opportunities to gain valuable knowledge, experience and confidence
- Experience for job seekers
- Exercise and activity
- Opportunities to meet and socialise with new and like-minded people

## **GENERAL INFORMATION:**

It is recommended you bring waterproof clothing, Wellington boots and steel-toe boots (Please note: trainers / sandals are not allowed when working on the Park). An up-to-date tetanus is required for all work on-site. An MMR vaccination is required for work alongside any non-human primate species.

**\*All volunteers and students must be over 18 years old before the start of their placement.**

## **Requirements for volunteering for the Shepreth Wildlife Conservation Charity (SWCC):**

- Common Sense
- Willingness and enthusiasm to work
- Ability to follow verbal and written instructions
- Observational Skills
- Good communication skills
- Friendliness and confidence dealing with people
- Reliability and organisational skills
- Excellent written and oral English skills
- Able to put together sound arguments with critical thinking
- Good IT skills including Microsoft Word, Excel and Outlook
- Research skills

Most importantly ... a smile!

## **SWCC volunteer roles:**

### **Grant Writer**

Putting together sound arguments with critical thinking, the grant writer will submit completed proposals as required, ensuring financial details are fully understood and maintaining accurate records of all documentation, monitoring follow-up and support actions as appropriate. Research of relevant funding opportunities is required as well as ensuring proposals highlight how SWCC's aims and objectives are in line with funding body requirements. Negotiations and maintaining relationships with stakeholders are also necessary.

### **Event Organiser**

Assisting the team in the run up to events with administrative tasks and planning and also providing support during events. Dealing with bookings and events inquiries. Preparing event materials. Liaising with venues to organise logistics. Attending events to provide assistance. Sending out any event correspondence to attendees. Overseeing and supporting volunteers providing assistance with events.

### **Social Media and PR Volunteer**

Managing and executing, or assisting the management and execution, of social media marketing initiatives and PR carried out for events. Also responsible for writing and editing the content of PR and Marketing communications. Assisting in the development of an overall Social Media Marketing Plan and Strategy. Maintaining and growing the current database to enhance email campaigns. Building relationships with third party organisations, such as media partners, to promote and support event-marketing activity and promote awareness of events. Engage with the widest possible audience by using video content and delivering maximum impact.

**Hedgehog Care Assistant:**

In general you will be responsible for the daily husbandry and health checks of the hedgehogs in the hospital. This will include logging their weight, the amount of food eaten and any other concerns you have. You will be required to liaise with the staffing team regularly to ensure the safety and health of the hedgehogs within our care in the hospital or off site. After training you will be responsible for the assessment and admission of hedgehogs brought to the hospital by members of the public, and liaising with the staffing team to instigate individual care and treatment plans as required. You will be responsible for the general hygiene and upkeep of the hospital and will be required to complete a daily cleaning regime.