



## **Role Description**

### Wood Wardens

#### **What do the Wood Wardens do?**

The Wood Wardens are a group of local people who are actively interested in the management of Broxbourne Woods National Nature Reserve (NNR). The group take on a range of activities supported by the Countryside Management Service (CMS), such as:

- Holding practical tasks, walks and events in the woods for local people to learn about and help conserve wildlife and habitats of the NNR.
- Helping Hertfordshire County Council to develop, implement and monitor the Broxbourne and Bencroft Wood management plan.
- Working in partnership with The Woodland Trust and Herts and Middlesex Wildlife Trust who also own and manage part of the NNR to improve the woods for people and wildlife

#### **What is their purpose?**

The aim of the Wood Wardens is to:

- Encourage local pride in Broxbourne Woods NNR and create a focus for community involvement.
- Provide the opportunity for local people to learn new skills through training workshops.
- Enable effective, co-ordinated management of the Woods.
- Ensure the Woods are an enjoyable place to visit.
- Encourage local people to have a say in the management of the Woods.

#### **When do they meet?**

The Wood Wardens meet on Sundays at least once a month during the summer and fortnightly through winter. A quarterly newsletter provides dates and details. Subject to availability, volunteers can get a lift to the task from County Hall in Hertford. Please call the CMS Northeastern Area Office to reserve a place.

Tasks are supervised by trained volunteer leaders, with occasional support visits from CMS staff. The group meet with CMS staff twice a year to discuss matters and the progress of the management plan for the site.

#### **Induction process**

New volunteers are inducted on site by the Wood Warden leaders. The group is advised to follow the induction process outlined in the Friends Group pack. This is to ensure that time is set aside for each new volunteer to receive a proper introduction to the group, be informed about the support available from CMS and the policies and safe working practice that must be adhered to. All Wood Wardens are advised to carry their membership cards issued at induction when out on voluntary work for CMS.

#### **CMS support and benefits**

The CMS provides support to the group by:



- Writing a management plan for the site,
- Providing tools, materials and training to get the work done
- Supporting the group as it develops.

The Wood Wardens newsletter allows volunteers the opportunity to keep up to date with projects and to find out about future events.

Agreed travel to and from training days may be claimed if volunteers are using public transport or their own vehicle. To do this, volunteers must fill in an Expenses Claim form (available on the CMS website or from the area offices) and return it to their appointed member of staff. Valid tickets for public transport or VAT fuel receipts must be attached to the form.