

Role Description

Weekday Practical Conservation Volunteer

This role is as part of a group, with volunteers creating and restoring wildlife habitats and improving access to the countryside.

Our weekday groups undertake a wide range of activities in numerous parks and woodlands around Hertfordshire, as well as improving Rights of Way access.

Tasks are seasonal, but regularly include

- Tree felling & tree planting
- Scrub clearance
- Repairing or replacing steps & footbridges
- Installing signage
- Removing invasive species such as Himalayan Balsam

Induction

Prospective volunteers will be invited to attend a task day following receipt of a completed registration form. The details of what the task is and where it is will be emailed out in advance. A CRoW member of staff will lead the task on the day and make themselves known. Once the volunteer group has had the morning team talk about the day's activities, the prospective volunteer can expect a 1-to-1 with the CRoW contact for an induction.

The induction will cover:

- An introduction to CRoW staff & key volunteers on site
- What the prospective volunteer hopes to gain from volunteering
- Any medical conditions, if applicable
- Emergency contact details – ICE card or available on mobile
- How CRoW operates & how we choose which tasks to undertake
- What the task is today & why we are doing it
- Day schedule incl. refreshment breaks & lunch
- Tool use & tool safety
- Risk assessments, site safety plans & first aid
- PPE (personal protective equipment, such as gloves, hard hat & boots)
- Training opportunities
- A chance to ask any questions

When & where?

There are 4 weekday groups, each focused on different areas of Hertfordshire. Ideally volunteers attend the group that is most local to them, though a lift is available from our base in Hertford every day.

Day	CRoW Task Leader	Area
Tuesday	Tom Woolgar Thomas.Woolgar@hertfordshire.gov.uk	East Hertfordshire Hertford, Bishop's Stortford, Broxbourne, Dane End...
Wednesday	Matt Bartlett Matthew.Bartlett@hertfordshire.gov.uk	West & South Hertfordshire St Albans, Rickmansworth, Potters Bar, Bushey...
Thursday	Heidi Hutton Heidi.Hutton@hertfordshire.gov.uk	North Hertfordshire Hitchin, Baldock, Buntingford, Royston...
Friday	Tirzah Bottomley Tirzah.Bottomley@hertfordshire.gov.uk	West & South Hertfordshire St Albans, Rickmansworth, Potters Bar, Bushey...

The location and task activity are emailed to the appropriate mailing list up to 6 days in advance. Volunteers can pick & choose which tasks to attend as there is no obligation to attend every week.

Tasks always start at 10am and finish about 3.30pm, though volunteers are welcome to finish earlier.

What to wear & what to bring

It is advisable to wear clothing that you don't mind getting mucky. Safety boots are recommended, but if you don't have any, footwear should be sturdy & comfortable.

Task days go ahead whatever the weather so please dress appropriately. Multiple layers are good for cold weather, but also consider waterproofs, sun hats, woolly hats...

All tools and equipment are provided on the day, including PPE such as gloves & hard hats.

Tea, coffee and biscuits are provided for breacktime & lunch. Please bring your own lunch, water and any other refreshments.

Please note that toilet facilities are not usually available at the sites we attend.

Support & benefits

Every volunteer will have direct access to their CRoW staff contact. We also have numerous Volunteer Leaders in the weekday groups who take an active role in guiding new volunteers and helping them feel part of the team.

CRoW provides a programme of training opportunities throughout the year which are available to regular volunteers. These include Leadership, First Aid and Machinery training days.

Volunteers are provided with a CRoW fleece and polo shirt. Plus, following a regular commitment, CRoW will contribute up to £25 for a pair of safety boots.

Expenses can be claimed for training days, but not for task days.

Social events & recognition

A key benefit of volunteering for CRoW is the social aspect. Our groups promote strong teamwork and within that, good friendships form. To encourage this, and to thank all our volunteers for their time and efforts, CRoW organises 2 annual events – the summer Volly Jolly and the Christmas BBQ.

CRoW has an active Facebook page www.facebook.com/hertscms where tasks are posted to a following of over 2000. If you do not wish to be photographed for this, please let your CRoW contact know.

CRoW Managers update Hertfordshire County Council's Executive Team regularly to ensure they are aware of volunteering successes.

CRoW hold the Investing in Volunteers (IiV) accreditation. IiV is a nationally recognised quality standard for volunteer management.

CRoW regularly nominate volunteers for awards such as Comet Community Awards and Volunteering Herts.

Volunteer Policy

A copy of the CRoW Volunteer Policy should have been sent to you along with this Role Description. Please take the time to read it as it has important information about being a CRoW Volunteer. On the Registration Form we ask you to sign that you have read the Volunteer Policy.

Please ask for a copy if you have not been sent it already.

Contact Us

Hopefully you are now ready to get involved! Please get back in touch with your CRoW contact. If you're not sure who that is, here are our main office details:



01992 588433



cms@hertfordshire.gov.uk



www.hertfordshire.gov.uk/cms



facebook.com/hertscms

LAST REVIEWED: May 2025

NEXT REVIEW DUE: May 2027