

Role Description

Wood Warden, Broxbourne Woods NNR



Wood Wardens are a Friends Group for Broxbourne Woods National Nature Reserve (NNR) who help manage the woodland by organising regular practical conservation tasks such as:

- Tree felling & tree planting
- Scrub clearance
- Repairing or replacing steps & footbridges
- Installing signage

Wood Wardens are overseen by the Countryside & Rights of Way (CRoW) team who, along with the Wood Warden's Volunteer Leaders, help plan each task.

By helping CRoW implement the visionary management plan for these woods, Wood Wardens play a key role in improving this special site for wildlife and visitors alike.

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. The Wood Warden Leader 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 Leader for an induction.

The induction will cover:

- An introduction to the volunteers and the woods
- What the prospective volunteer hopes to gain from volunteering
- Any medical conditions, if applicable
- Emergency contact details – ICE card or available on mobile
- How Wood Wardens operate & how they 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?

Wood Wardens meet monthly, usually on the third Sunday of the month. The location and task activity are emailed in advance. Volunteers can pick & choose which tasks to attend as there is no obligation to attend every month.

Tasks always start at 10am and finish by 3pm at the latest, 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.

Please bring your own lunch, water and any other refreshments. Biscuits are provided!

Please note that toilet facilities are not available on site.

Support & benefits

Every volunteer will have direct access to their CRoW staff contact, and the Wood Warden Volunteer Leaders, 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 Wood Wardens fleece and T-shirt, plus an invite to the annual Christmas BBQ!

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

CRoW has a very active Facebook page (@hertscms) where every task is posted to an audience of 100's and sometimes even 1000's! If you do not wish to be photographed for this, please let your CRoW contact know.

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

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



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www.hertfordshire.gov.uk/cms



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NEXT REVIEW DUE: June 2027