

**Help the Friends of Firs Farm by volunteering for one of the opportunities below!**

Our volunteer roles vary from organising walks, talks, socials, fundraising events and work parties as well as meeting to discuss our projects and events. *(Please note that to be a committee member you must also be an FOFF member.)*

If you can't see anything here that's perfect for you, why not get in touch with to see if you can help out or make us an offer?

**Search for the perfect role for you**

Chair, Secretaries, Treasurer, Communications/Publications, Social Media, Web, Events, Volunteers Leads/other...

Role	Description
<b>Fund Raising / Events Coordinator</b>	<p>FoFF is very active thanks to its enthusiastic committee. With so much going on from running regular work parties to leading Wetlands clean up and community fun-day events, help is always welcome.</p> <p>FoFF community events are organised by a core team of enthusiastic, dedicated volunteers. We meet every few weeks to discuss progress and share ideas.</p> <p>The increasing success of Friends events means we are looking for new team members to join in the fun of running community events with the aim of raising funds to improve Firs Farm for the benefit of the public.</p> <p>If you are interested in this role or would like more information please contact our Chair</p>
<b>Deputy Chairman</b>	<p>The FOFF would like to talk to anyone interested in the post of Deputy Chairman, perhaps after a suitable spell as a Committee member.</p> <p>Role: The role of the Deputy Chairman is (in the absence of the Chairman) to preside over Committee Meetings, Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs). Before doing this, he/she will have read the FOFF policies and constitution to ensure that the meetings conform to the constitution</p> <p>Please note you must be an active FOFF member to take on this role.</p>
<b>Committee Members</b>	<p>FoFF's Committee is looking for a number of volunteers to join the committee as committee members with the possibility of moving into more specific positions such as Secretary, membership, fundraiser, and other roles, although the option to remain as a standard committee member will of course be available. The committee meets about 7 times per year.</p> <p>If you think you could help to support the committee in any way please do not hesitate to get in touch to discuss further.</p>
<b>Events Team Members</b>	<p>The Friends Events organising team, are looking for organised volunteers keen to help with both our regular and bigger events including Community Festival days</p> <p>Roles are varied.</p> <p><b>Contact:</b> If interested should contact Friends of Firs Farm Chair, Toni Guiver <a href="mailto:friendsoffirsfarm@gmail.com">friendsoffirsfarm@gmail.com</a></p>
<b>Membership Officer</b>	<p>FoFF is looking for a Membership Officer to be able to</p> <ul style="list-style-type: none"> <li>• Looking for opportunities to recruit new members</li> <li>• Welcoming new members</li> <li>• Keeping committee informed of membership</li> <li>• Maintain accurate, current membership records</li> </ul>
<b>Publicity Officer</b>	<p>We are looking for a 'Publicity Officer', to promote the activities of the Friends, an important role in raising public awareness of the charities work.</p> <p>The role of Publicity Officer involves:</p> <ol style="list-style-type: none"> <li>1. Publicising our activities, meetings and events in the press, in appropriate publications and websites and producing a quarterly eNews (+ print copy). This will require the holder to establish links with media organisations in the area.</li> <li>2. Providing appropriate content for Notices in and around the park.</li> <li>3. Determining appropriate other locations for display of information such as local libraries, literature stands, other public notice boards, and websites.</li> <li>4. Devising opportunities for publicity.</li> <li>5. Maintaining the 'page' on the FOFF Website.</li> </ol>

	<p>The majority of the work involved would normally be undertaken at home. The person we are looking for could be any age as long as they are enthusiastic. Now is your chance to do something for FOFF that will make a difference to the community</p> <p><b>Contact:</b> If interested should contact Friends of Firs Farm Chair, Toni Guiver - <a href="mailto:friendsoffirsfarm@gmail.com">friendsoffirsfarm@gmail.com</a>.</p>
<b>Secretary (Meetings &amp; Correspondence)</b>	<p>We are looking for 2 people to undertake the role of Secretary who will be the general contact persons for the Friends and the role can be flexible to suit the volunteer. A full introduction would take place and the secretary would be supported by the current Chair and Secretary. The majority of the work involved would normally be undertaken at home.</p> <p>Activities include:-</p> <ol style="list-style-type: none"> <li>1. Working closely with the Chairman and trustees</li> <li>2. Preparing agendas and collating reports for meetings</li> <li>3. Taking minutes at the committee meetings</li> <li>4. Liaising with the Chairman and Committee members regarding arrangements for meetings, committee papers etc.</li> <li>5. Arranging and minuting the AGM</li> <li>6. Submitting minutes, committee details etc to FOFF</li> <li>7. The secretary should also be responsible for corresponding with other individuals and organisations and for receiving and circulating communications.</li> <li>8. Collating volunteer hours and submitting them to LBE.</li> </ol> <p>The Committee currently meets approximately once a month and these meetings are held in a committee members' homes / or in local public place (I.e. School or Club room).</p>
<b>Social Media</b>	If you have expertise in this area, or know of anyone who might help with this, please talk to us.
<b>Sponsorship Manager</b>	<p>The increasing success of the event means we are looking for new team members to join in the fun of running this colourful spectacle every year. You don't need previous experience, we just need a few hours of your time every month - and three days in May, July and October.</p> <p><b>Job Purpose</b></p> <p>To source opportunities for funding and sponsorship for Friends of Firs Farm events To prepare presentations and organise events, including networking and social evenings, to gain interest in and support for events; to arrange activities and attractions to promote the event and FOFF. Assist in raising the profile of FOFF brand within the corporate, charitable and commercial sectors Where appropriate, liaise with sponsors on day to day issues surrounding sponsorship activity.</p> <p><b>Skills and Qualifications</b></p> <p>Ideally relevant experience, within events, charities and or marketing. Good knowledge of Microsoft packages – Word, Excel, PowerPoint, Outlook Excellent administration and organisation skills. Excellent written and verbal communications skills. Creative approach to problem solving. Strong project management and time management skills. Ability to build and maintain strong working relationships with teams and sponsors. Attention to detail. Presentation skills. Please call for an informal chat: Toni Guiver 07956 537 974</p>
<b>Treasurer</b>	<p>FOFF are looking for somebody to carry out duties required for our small charitable organisation for income and expenditure as agreed with the committee/management team and to provide a monthly summary for the committee, a quarterly return for Trustees and an annual report for the AGM.</p> <p>The job is not onerous, and every assistance will be given by the previous in handing over the accounts and advice on how it all works.</p>
<b>Video Volunteer</b>	<p>Video is an extremely effective tool for raising awareness; videos are more likely to be shared on social media sites and have the potential to go viral. FOFF is looking to expand the number of videos it publishes on YouTube and shares via social media and needs your help.</p> <p><b>Role:</b> We are looking for a volunteer, with either previous video filming and editing experience or a keen interest, to work on project throughout the year.</p>
<b>Voluntary Administrator</b>	If you are interested in supporting the vast range of volunteer activities that FOFF arranges you could consider joining the committee. The group is very welcoming and supportive so do not worry if you are not an expert there will always be someone to lend a hand.

	<p>FOFF currently seeks a volunteer to join them who can provide administrative support to their activities. Activities to include promoting the activities on the FOFF website and calendar, as well as looking after the volunteer list and communications. They are looking for an organised individual who is confident on a computer and is an effective communicator.</p> <p>FOFF is very inclusive and is happy to support someone in this role who is not able to get out much, or at all,</p> <p><b>Contact:</b> If you are interested in this role please contact Toni Guiver 07956 537 974</p>
<b>Website Content Editor</b>	FOFF seeks a volunteer to create and update their pages on the FOFF website, making sure everything from the latest newsletter to upcoming events are there for anyone to explore.
<b>Outside Working Volunteers</b>	
<b>Walks Guide</b>	<p>FOFF wish to continue providing both educational and 'interest' guided walks around Firs Farm . The walks last just over 1.5 hours. These walks are a great way to introduce people to Firs Farm its history and the purpose of the wetlands, habitats and help to raise awareness and money for FOFF.</p> <p><b>What does a Walks Guide do?</b></p> <ul style="list-style-type: none"> <li>•Support or lead walks following our guidance</li> <li>•Check the route beforehand, in case of changes to conditions</li> <li>•Brief and sign in participants at the start of the walk</li> <li>•Appropriately supervise the walk</li> <li>•Promote FOFF</li> </ul> <p><b>What skills or knowledge are needed?</b></p> <p>All that is needed is an interest in Firs Farm its history and the wetlands, an enjoyment of sharing your knowledge with others and a love of walking. A full briefing will be provided for each individual walk.</p> <p><b>How much of a time commitment is it?</b></p> <p>You will be part of a team so you can do as many or as few walks as you like.</p>
<b>Wetlands SuDs Clean-up volunteer Leader</b>	Contact Toni for more details 07956 537 974
<b>Work Party Organiser</b>	<p>To organise regular volunteer work parties. No experience is necessary as we will be able to guide you through the organising of your first work parties.</p> <p>Wetlands clean ups &amp; work parties, to conserve and protect Firs Farm for the benefit of the public, our wildlife, tree &amp; plant species, are at the heart of what our volunteers do. FOFF arrange these events throughout the year, with like-minded people gathering together to have a good time and make a visible difference in Firs Farm.</p> <p>Tasks that are often carried out on work parties include litter picking, grappling, vegetation maintenance, hedge planting and laying, tree /bulb/ shrub planting / woodland path maintenance and much more.</p> <p>Equipment is provided and volunteers are asked to wear strong shoes, old clothes and to bring waterproofs. Tea and coffee is often available but a packed lunch should be bought if you intend to be out for the whole day.</p> <p><b>Contact: Toni Guiver on 07956 537 974</b></p>
<b>Work Party Volunteer</b>	<p>FOFF are seeking more volunteers to support its on-going programme of work to benefit al in our communities - both new and existing Firs Farm users.</p> <p>Our work parties are fun and friendly, a brilliant way to get outdoors and fit in some exercise (without realising it!) and a chance to meet new and old friends. All are welcome to help in this important work to ensure Firs Farm is kept enjoyable by all of its users (under-18s must be accompanied by an adult).</p> <p>Role: Tasks include litter picking, vegetation clearance, liaising with public, and even helping to organise these increasing activities and groups. The work parties usually last a few hours, see our latest work party dates to see if you can make it.</p> <p>Contact: Toni Guiver on 07956 537 974</p>