

Shadow Volunteer

Role Name: Shadow Volunteer Coordinator

Forest: Central District Forests

Country	England
Location	Sherwood Pines, Edwinstowe (Role will involve travel across the Central District)
Supervisor	Heather Rollo-Jones
Position Type	1-3 days a week for 6 months
Salary	Voluntary
Closing date for applications	23:59 on 5 th January 2026

Background Information

Forestry England is the country's largest land manager, caring for the nation's forests for people, nature, and the economy. The foundation of our organisation is our world-class sustainable management of the nation's forests.

The Central Forest District has responsibility for the management of some 30,000ha.

This gives rise to a large diversity of users, customers, neighbours and pressures, all of which are interacting on a varied backdrop of land uses.

With 6 Forest Centres, 3 community woodland areas and 200 plus woodland blocks, we can provide a unique range of benefits to a huge number of people - over 3 million visitors per annum.

We are proud to offer shadow volunteering opportunities for individuals interested in developing a career in areas such as volunteer management, public engagement, community outreach and recreation, while gaining valuable hands-on experience in the sector.

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The successful applicant will have the opportunity to learn through shadowing the District Volunteer Coordinator, building valuable skills while getting involved in a variety of activities. This will involve supporting volunteers, undertaking related administration tasks, contributing to the planning and delivery of events, and helping ensure the smooth operation of activities behind the scenes.

What we offer

- Training relevant to the role from the experienced member of staff you are shadowing, along with gaining knowledge from wider colleagues.
- Guidance and support in applying for further training or employment opportunities.
- Genuine out-of-pocket expenses, which include travel expenses beyond your reporting station.
- Volunteer parking pass after 35 hours of volunteering.
- Volunteer uniform.
- Formal training opportunities - first aid, risk assessment, and manual handling.

Purpose

The Shadow Volunteer Coordinator will learn the skills and responsibilities involved in managing and supporting volunteers by observing and working alongside experienced staff. This role provides hands-on experience in volunteer coordination, event support, and community engagement, through practical involvement including volunteer recruitment, inductions, and on-site support at our Forest Live concerts. The Shadow Volunteer Coordinator will develop a solid understanding of how to create a positive, safe, and rewarding experience for volunteers and the public alike.

Key work areas

Volunteer Recruitment & Onboarding

- Attracting and engaging new volunteers.
- Ensuring volunteers understand roles, expectations, and policies.

Volunteer Support & Retention

- Providing volunteers with ongoing advice & guidance.
- Recognising achievements and maintaining volunteer motivation.
- Supporting in the resolution of issues or conflicts, promptly and fairly.

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Event & Activity Coordination

- Supporting the delivery of events such as Forest Live concerts.
- Liaising with staff and external partners to ensure smooth operations.

Administration & Record Keeping

- Maintaining volunteer records in systems like a Customer Relations Management system.
- Tracking volunteer hours, roles, and skills.
- Producing reports on volunteer contributions and impact.

Training & Development

- Arranging relevant volunteer training.
- Supporting the delivery of pre-event training & orientation sessions.

Health, Safety & Compliance

- Ensuring all activities meet health and safety requirements.
- Promoting safeguarding and organisational policies.
- Reporting any incidents or accidents to the Shadow Mentor/Supervisor.
- Inputting incidents and accidents into Airsweb, collating all relevant information.
- Ensure personal safety at all times by following job risk assessments and by carrying out PPE and safety checks, in compliance with policy guidance.

Community & Stakeholder Engagement

- Building relationships with schools, colleges, community groups, and corporate partners.
- Promoting volunteering opportunities and raising awareness of the organisation.

The key work areas detailed are the typical duties expected of the role but are not an exhaustive list. The post holder may be reasonably requested to undertake other duties by their manager.

Person Specification

Read this section carefully, as it will help you complete the [online application form](#).

We are not expecting applicants to have qualifications or previous experience in the environment sector. The Shadow Volunteer program is about giving that experience. We are looking for enthusiasm, curiosity, the ability to listen and

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learn, ask questions, show initiative, and show responsibility for the people and environment in which you work.

The application form will ask you questions based on the person specifications below. Examples do not have to be related to the environment sector or forestry. They can be relevant examples from other experiences you have had.

What interests you in this role

This is your opportunity to tell us about you and why you want to be a Shadow Volunteer. Please provide us with an insight into who you are & your reasons for applying.

Experience

Essential

- An interest in the environment, Forestry England, woodland management, or recreation.
- An interest in volunteering management.

Desirable

- Seeking a career in Volunteer Management, Community Engagement or Outreach Roles.

Working with Other People

Essential

- A team-oriented attitude. Willing to collaborate, listen, and contribute positively to the team, as well as the ability to work on your own.
- Be approachable, open, polite, and helpful to others.
- Respect diverse backgrounds, views, and approaches.

Desirable

- Willing and enthusiastic to lead groups and activities & speak to large groups of people.

Communication

Essential

- Ability to listen and communicate with people from a variety of age groups, abilities, behaviours, and backgrounds.
- Confident in dealing with difficult situations with tact & diplomacy, in a constructive manner.

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Deliver Results

Essential

- Motivated and capable of working under own initiative.
- Ability to prioritise and organise your time and resources effectively to meet agreed deadlines and objectives.

Desirable

- Understand and apply current legislation, rules, and procedures relevant to the job (e.g., Health & Safety, Risk assessment).

Learn and Apply

Essential

- Ability to listen to and observe your mentor/supervisor and other members of the team.
- Demonstrate willingness to learn and repeat tasks to build experience.
- Be open to change and show a willingness to undertake appropriate training to develop new skills and confidence.
- To take responsibility for own work, learning from experience, mistakes, and constructive feedback.

Other

Able and willing to work 1-3 days per week, predominantly weekdays although may occasionally include evenings and weekend working.

This is a predominantly office-based role, however, there will be some instances and events where outside working will be required.

Duties may require you to navigate some uneven outdoor terrain. However, Forestry England is willing to consider any proposal put forward by applicants that would allow them to do the role by other means.

This role will require a DBS check. Applicants must be over 18

How to apply

Please apply online by completing the [online application form](#).

Make sure when applying, you type the **Shadow Volunteer Coordinator** role name when asked “Which volunteer role you would like to apply for”.

For the **Forest**, please type in and select “**Sherwood Pines**”

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When completing the person specification areas, please give examples of experiences you have had.

These don't have to be in the environment sector; they can demonstrate your experience or things you have done in any situation relating to the specification area.

If you are interested in multiple roles, you will need to complete multiple applications. You can, however, use the same information and answers for each, so feel free to copy the information from one to the other if you are happy that this is correct.

If you have any problems with the application or questions, please email victoria.tofte@forestryengland.uk

If you identify as having a disability, the application form will ask you to provide details of any support or reasonable adjustments that would help you perform the role, as described in the placement's role description.

Should you be selected for a Shadow Volunteer role following your application and interview, this information will allow us to discuss and implement any practical and safe adjustments or explore alternative solutions to ensure you can carry out the role effectively.

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