

Volunteer Roles



RECOVER. TRANSFORM. INSPIRE.
SAVING BUTTERFLIES AND MOTHS

OUR 2021-2026
STRATEGY



Volunteer Role	Purpose of Role
Branch Chair	<ul style="list-style-type: none"> Leads and directs The Branch and its activities (delegating tasks to other Branch committee members and post-holders as needed) in accordance with the organisational strategy, branch guidelines and Butterfly Conservation's policies. Facilitates regular communication between Branches and Head Office and strengthen relationships within the Branch and across the organisation.
Branch Event Co-Ordinator	<ul style="list-style-type: none"> Co-ordinates the Branch's annual programme of events (public engagement and/or practical work). Ensures all events have a Leader and are resourced with volunteers and equipment as appropriate. Maintains stock, tools and equipment for events. Ensure that all events are promoted. <p><i>Note: This role may be split according to type of event, geography or by responsibility, to share the workload.</i></p>
Branch Fundraiser	<ul style="list-style-type: none"> Identifies local sources of funding for activities which deliver the 2026 Strategy. Working with the Fundraising team at Head Office, applies for funding as identified above.
Branch Health and Safety Co-Ordinator	<ul style="list-style-type: none"> Advises the Branch on Butterfly Conservation's health and safety guidance and how it applies to branch activities.
Branch Membership Secretary <i>(under review)</i>	<ul style="list-style-type: none"> Helps to ensure good care of BC members Helps to signpost new members to information about branch activities

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Branch Newsletter Editor	<ul style="list-style-type: none"> Plans and co-ordinates the production of a printed or electronic branch newsletter for distribution to Branch members of Butterfly Conservation. Helps to retain members by providing them with local information about butterflies and moths and opportunities to get involved with our work. Increases the number of members who support us in more than one way (e.g. By purchasing items from the branch, volunteering their time or lending their expertise).
Branch Secretary	<ul style="list-style-type: none"> Supports the Branch Chair in planning and running committee meetings Helps the Branch Chair to ensure that the Branch meetings and actions follow the Branch Rules and the policies of Butterfly Conservation. Manages and maintains all paperwork and records associated with committee meetings.
Branch Media Editor	<ul style="list-style-type: none"> Promotes Branch activities and Butterfly Conservation's national campaigns by managing the Branch social media accounts. Works with the Communication Team at BC's Head Office to coordinate publicity for the Branch
Branch Treasurer	<ul style="list-style-type: none"> To ensure that the Branch monitors its financial situation and is able to meet the costs incurred by its activities.
Branch Volunteer Co-Ordinator	<ul style="list-style-type: none"> Helps to connect members of the public, partners and landowners to the right person in the branch, thereby facilitating local activity. Increases branch capacity by recruiting and welcoming new volunteers and ensuring they have access to the information they need to do their role.

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County Recorder	<ul style="list-style-type: none"> • Ensures the quality of butterfly and moth records which are submitted to the Butterflies for the New Millennium (BNM) and the National Moth Recording Scheme (NMRS). • Acts as the focal point for recording in your area, which will normally be individual counties, but may sometimes be larger areas. • Promotes butterfly and moth recording and conservation in your area • Provides feedback, circulates best practice guidance and any other communications from national recording schemes to the recording community on the ground.
Engagement and Education Volunteer	<ul style="list-style-type: none"> • Delivers or assists with the delivery of Butterfly Conservation engagement and/or education activities with the aim of reaching out to new audiences. • Helps these audiences gain the most from their time with us by ensuring everyone is safe, knows what they are doing and has the right resources. • Helps a wider range of people connect with nature and feel empowered to make a difference for local wildlife. • Helps all people including children and those with additional needs gain the most from their time with us by ensuring everyone is safe, knows what they are doing and has the right resources.
Events Leader	<ul style="list-style-type: none"> • Co-ordinates volunteers and equipment for individual events, such as running a stand at a show. • Ensures that volunteers at events are working safely, and that information about the group is reported to Head Office as requested. <p><i>Note: This role may be split according to type of event, geography or responsibility, to share the workload.</i></p>
Events Volunteer	<ul style="list-style-type: none"> • Raises awareness of Butterfly Conservation and our work by assisting at public events. • May recruit members or volunteers so that we can achieve more for butterflies and moths. • Promotes national events or campaigns in your local area (e.g. Big Butterfly Count, Wild Spaces).

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Survey Volunteer (<i>under development</i>)	<ul style="list-style-type: none"> • Takes part in surveys for Butterfly Conservation (e.g. UKBMS).
Transect Co-Ordinator	<ul style="list-style-type: none"> • Co-ordinates transect recording each season, on behalf of the UK Butterfly Monitoring Scheme (UKBMS), within your branch area, • Co-ordinates the collection, validation and supply of transect data. • Promotes transect recording and share the results of the recording season with the local branch and other UKBMS volunteers.
Volunteer Conservation Advisor	<ul style="list-style-type: none"> • Advises the branch, local partners and communities on the practical implementation of Butterfly Conservation's 2026 Strategy in the local area. The post holder may specialise in one or more areas: <ul style="list-style-type: none"> • Co-ordinates activities which support the conservation of priority species (butterflies or moths) • Habitat management • The creation and maintenance of Wild Spaces • Act as a point of contact within the branch for one or more of the above areas of expertise.
Practical Conservation Group Leader	<ul style="list-style-type: none"> • Leads practical conservation tasks on key sites for the benefit of moths and butterflies. • Ensures that volunteers in the work party are working safely, and that information about the group (e.g. number of attendees) is reported to Head Office as requested.
Practical Conservation Group Volunteer	<ul style="list-style-type: none"> • Takes part in practical conservation tasks on key sites for the benefit of moths and butterflies.
Verification Team Volunteer	<ul style="list-style-type: none"> • Supports the County Recorder in butterfly and moth record verification.

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Volunteer Warden	<ul style="list-style-type: none"> • Assists staff in the management of Butterfly Conservation's nature reserves so that they are safe and supporting the charity's strategy. • Deliver work on the ground in line with the site's management plans.
Volunteer Website Administrator	<ul style="list-style-type: none"> • Provides a source of online information for those wanting to learn about and get involved in local projects and activities. • Maintains the information on the local Branch's pages on the Butterfly Conservation national website. • Manages the Branch's own (separately hosted) website if there is one.
Wider Countryside Butterfly Survey (WCBS) Champion	<ul style="list-style-type: none"> • Promotes the Wider Countryside Butterfly Survey (WCBS) • Co-ordinates and supports the volunteers surveying the WCBS 1km squares

Key Contacts

All roles have a Key Contact, who is responsible for making sure that people in that role have received the correct training and induction. They may not deliver the training themselves. They also act as a local contact to guide the volunteer in terms of what's required locally, within that specific branch, and are the first point of call or any queries or issues.

Role	Key Contact
Branch Secretary	Branch Chair
Branch Membership Secretary	TBC
Committee Member / Associate or Sub-Committee Member	Branch Chair
Practical Conservation Volunteer	Practical Conservation Group Leader
Survey Volunteer	TBC
Events Leader	Events Co-Ordinator, or Engagement Officer if Co-Ordinator post is vacant.
Events Volunteer	Events Leader

Key Volunteer Roles

The following roles have additional responsibilities in one or more of the following areas (Health and Safety, GDPR, Safeguarding, Reputation) and therefore receive additional support by having a member of staff as a Key Contact.

Role	Key Contact (staff)
Branch Chair	Director of Engagement and Volunteering
Branch Health and Safety Co-Ordinator	Office Manager
Branch Newsletter Editor	Digital Manager
Branch Media Editor	Digital Manager
Branch Treasurer	Head of Finance and Governance
County Recorder	Senior Surveys Officer
Events Co-Ordinator	Head of Engagement and Volunteering (TBC)
Engagement and Education Volunteer	Engagement Officer
Practical Conservation Group Leader	TBC
Transect Co-Ordinator	UKBMS Programme Lead
Verification Team Volunteer	Senior Surveys Officer
Volunteer Conservation Advisor	TBC
Volunteer Co-Ordinator	Senior Volunteer Development Officer
Volunteer Fundraiser	Senior Grant & Trust Fundraising Officer & Senior Fundraising Officer
Volunteer Warden	Regional Conservation Manager / Senior Conservation Officer
Volunteer Website Administrator	Digital Manager
WCBS Champion	WCBS Support Officer