# Epping Forest
## Volunteer Assistant Publications Officer

**Role Title:** Assistant Forest Publications Officer  
**Section:** Visitor Services  
**Responsible to:** Clare Eastwood  

**Purpose of post / Key responsibilities.**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>To assist in contributing to the protection and conservation of Epping Forest as a unique open space for the recreation and enjoyment of the public through:</th>
</tr>
</thead>
</table>
|         | • Assisting with the provision of publications, information and literature relating to Epping Forest.  
|         | • Assisting with the production of leaflets, posters, booklets, displays, exhibitions and signs.  

**Probation**  
A 4 week probationary period is held with this post.

**Requirements / Character traits**

| Requirements / Character traits | • To have an interest in countryside issues, ecology and local history.  
|                               | • Display an aptitude for researching information.  
|                               | • Good level of written English.  
|                               | • Good level of computer literacy is required.  
|                               | • Reliability  
|                               | • The ability to ‘work a problem’ and find solutions to interpretation issues.  
|                               | • Attention to detail.  
|                               | • An artistic or design flair.  
|                               | • The minimum of 20hrs volunteering per year |

**General**

| General | • To be familiar with Epping Forest or show a willingness to learn  
|        | • To enjoy interpreting the Forest to its many different users.  
|        | • To have an awareness of different media requirements and the requirements of users. |

**Uniform / Training**  
This will need to be assessed on recruitment.