**Biblins Volunteer Warden Role Description**

**About Biblins**

Biblins Youth Campsite is a wonderful site situated in the Wye Valley Area of Outstanding Natural Beauty, in Herefordshire. The riverside location surrounded by woodland has been a special place for youth groups to enjoy nature and camp for many decades. The Biblins site is owned by the Forestry Commission and the Woodcraft Folk are delighted to have been awarded a long-term lease to develop and safeguard this special place. Our vision is to make Biblins a welcoming and inclusive site where young people can come to enjoy and learn about the natural environment for many years to come.

**On Site**

Biblins can accommodate many visitors but as the site ribbons a large meander in the River Wye there is still plenty of space and seclusion. The site offers: -

* **Camping Pitches**: each of the 12 pitches are large enough to accommodate a sizeable Group, though adjacent pitches can be booked for very large groups.
* **Camp Koodoo**: Camping facilities that take the effort out of camping. We have 4 large Bell Tents to accommodate 32 young people and 2 leader tents for 4 leaders. A marquee for dining and a fully equipped field kitchen.
* **The Burrow**: a unique construction built into the slope of a field provides a special place for 19 to have a camping experience, with the benefit of protected bunkbed sleeping pods and an enclosed outdoor area. Wood burner and basic kitchen and dining area.
* **The Bunkhouse.** A log cabin offering an indoor group room with wood burning stove, ideal for group activities on cooler nights. The Bunkhouse is not currently available for overnight accommodation**.**

Biblins offers lots of opportunities for campsite activities including walks, bike rides, Team games and campfires. Within the local area we work in partnership with local providers to access a wide range of outdoor pursuits including canoeing, climbing and caving.

**Our Guests**

Biblins welcomes groups from schools, youth and community groups.

**Volunteer Wardens**

Volunteer Wardens are an essential part of our site team, offering visitors a friendly welcome and support throughout their stay. Wardens must be Woodcraft Folk members with a current DBS certificate. All volunteers will be required to undertake Warden training and it will be an advantage to have a practical knowledge of group camping. Volunteer Wardens will work in collaboration and be supported by the Project Manager, Site Assistant and Volunteer coordinator. The Wardens Manual has all the practical information that you need. Wardens will normally be accommodated in the on-site cabin, which includes beds, kitchen, shower and a log burning stove. Any family accompanying a warden must ensure that they do not enter any campsite toilet, shower area, or camp area unless they accompanied by the warden.

 In peak season we would welcome support for more than one volunteer warden at a time.

**Role Purpose**

The warden role is to: -

* Represent Woodcraft Folk in general and Biblins in particular in welcoming, supporting and dealing with site visitors. This entails being professional at all times, respecting the groups privacy during their stay and being courteous and polite.
* Manage the site appropriately and within the guidelines of the Warden Manual, Biblins Policies and group information given during the booking process.
* Ensure the safety of all at the site during their stay (where reasonably practicable).
* Check that the site, facilities, buildings and furnishings are treated appropriately by all users, address any issues as they arise where possible and enter the details of any issues into the cabin diary.
* To have an eye on who is on site (guests and general public) and their behaviour, addressing any issues in a safe and courteous way.
* Contact the site staff in the event of any issues on site that they will require notification of.
* To self-monitor and always ensure you are working within your level of competency. If unsure please refer to the warden handbook or call the site staff for guidance.

**Tasks**

Specifically, wardens are asked to: -

* Welcome the groups to the site by aiming to be at the site on their arrival, ensuring groups are aware of their pitch, toilets /showers, emergency procedures and location of emergency phones. Checking Booking information and to maintain contact with and support groups during their stay.
* Ensure visiting groups understand their responsibility to keep clean and tidy all shared areas and the area surrounding their pitch or Building.
* When appropriate, address a whole group, setting out how to use the site and/or accommodation appropriately, outlining the main points of the group information sheet.
* Wardens need to be on site in the morning available to speak with visitors.
* Make a daily check of shared facilities. Check toilets and showers after groups have left the site for the day.
* Lock the gate at the bottom of the track at 10.30pm and unlock it at 7.30am.
* Explain to groups using the Burrow and the Bunkhouse about safe use of the wood burners, keep wood and kindling in the trugg and keep the area immediately surrounding the burner clean and tidy.
* Check all bins are closed and refuse is inside bins.
* Manage wood cutting area ensuring protocols are followed as per the site terms and conditions.
* Note any update from the Project Manager and Site Assistant regarding site developments, e.g. contractors undertaking work on site.

**Manage departures**

* Ensure all buildings and camping pitches are left clean and tidy and ready for the next groups/ warden.
* Lock all buildings, doors and barriers
* Bins inside the buildings are empty.
* Encourage group leaders and young people visiting to provide Woodcraft Folk with feedback and suggestions following their stay and also to post comments on public sites such as Trip Advisor.
* To communicate any feedback to the Project Manager and Site Assistant and flag up any issues that arose during the Warden’s time on duty, via the warden notebook.
* To refer any safeguarding concerns or child protection issues that arise to the Project Manager or woodcraft central