**Volunteer Role Description**

**Volunteer Office and Administration Assistant**

About Radnorshire Wildlife Trust

We are part of the Wildlife Trusts movement, the UK's leading conservation charity dedicated to all wildlife. We are your local charity, working hard to improve your local area for wildlife and for you. We manage 19 nature reserves across Radnorshire as well as working closely with community groups and landowners to help make Radnorshire better for wildlife.

About the role

Office and administration work is a vital part of what we do to protect wildlife. Whether that is by mapping Radnorshire’s natural habitats, processing membership applications or replying to email queries. Everything done in our offices counts towards a brighter future for our wildlife. Office and administration volunteers will support our administration team in all these elements of work.

This role would suit someone who is:

* Well organised
* Trustworthy & reliable, with a positive attitude.
* Able to follow instruction and health and safety protocols.
* Has knowledge and/or interest in wildlife.
* Experience of working with QGIS, website design and data processing is desirable but training can be given.

Tasks will include:

* Put New Welcome Pack’s together for new members.
* Using our database, mark memberships as paid.
* Introduction calls and reminder calls to members.

Why volunteer

As well as making a significant contribution to Radnorshire Wildlife Trust, this role provides opportunities to build skills and experience and be part of a friendly, welcoming team. This role will help support the work of all our team to protect, and inspire people about, wildlife.

What we need from you

|  |  |
| --- | --- |
| Time commitment | 3 hours weekly (Tuesday or Wednesday). |
| Expenses | Travel expenses will be paid between home/office |
| Requirements | Volunteer registration form completed  Informal interview  Complete initial induction and any training |
| Contact | Lisa Isherwood  (Office Manager)  [lisa@rwtwales.org](mailto:lisa@rwtwales.org) |