



VOLUNTEER OPPORTUNITY:

Volunteer Administrator

Why do we need you?

Our Volunteer Administrator helps us with the smooth running of our volunteer management system. Their help is vital in making sure our varied volunteer roles, across a number of different departments, are organised and scheduled. They keep Slimbridge Wetland Centre ticking!

At WWT we believe that the best way for people to understand and connect to wetlands is to experience them, so we bring awe-inspiring nature up close and let it do the talking. At Slimbridge Wetland Centre visitors can explore unique wetland habitats and the amazing array of birds, mammals and amphibians that inhabit them. Our volunteers help to welcome and inspire visitors, and look after our unique habitats and heritage.

Who will be responsible for your role? Centre Office Supervisor

Where will you be based? WWT Slimbridge Wetland Centre

How much time will it take? One half or full day session, weekly or fortnightly preferred. Weekdays only.

What will you be doing?

- Using a computer to maintain and update our volunteer management systems.
- Adding new volunteers to the system
- Organising recruitment and welcome materials for new volunteers
- Confidentially handling the personal data of volunteers (GDPR training provided)
- Setting up schedules, so fellow volunteers can sign up for their volunteering sessions
- Occasionally assisting with volunteer recruitment events
- Liaising with the Centre Office supervisor and the HQ volunteering team

Who are we looking for?

This role will suit you if you:

- Have excellent IT skills
- Enjoy working with data
- Have an organised and methodical approach
- Have a good understanding of the importance of data protection
- Like problem solving
- Enjoy working in an office environment, both independently and as part of a team

How will you benefit?

- Volunteer in an inspiring environment and get closer to nature
- Great way to learn new skills
- Make a real contribution to the conservation work of WWT
- Free entry to all WWT wetland centres throughout the UK on presentation of your WWT name badge
- Discount in WWT shops and cafes
- WWT uniform provided
- Induction and training provided
- Meet like-minded people

General notes:

Getting to the Centre: Road: Slimbridge Wetland Centre is 2 miles off the A38. There is a large car park with ample car parking spaces and there is a bike rack available for staff volunteers. Rail: Cam & Dursley rail station is a 3.5 mile cycle or taxi ride away. Bus: Unfortunately there is no bus service directly to Slimbridge: the nearest services stop is at the A38, 2 miles walk from the Centre. New for 2019: we are trialling a free minibus service for volunteers to/from the nearest train station and bus stops. Please ask your line manager if you would like to access this service.

We regret that we are not in a position to reimburse expenses incurred in travelling to and from the centre, but any pre-agreed expenses incurred in the course of your duties will be reimbursed.

This position is entirely voluntary and is therefore unpaid. Any offer of a volunteer placement is not intended to create a legally binding contract between us and any agreement may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

How to Apply:

Full details of this role and an online application form can be found at www.wwt.org.uk/volunteer . If you have any problems locating the information or filling out the application form please email volunteer.slimbridge@wwt.org.uk

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