



## **VOLUNTEER OPPORTUNITY: Conservation Library & Information Support Volunteer**

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### **Why do we need you?**

At WWT with a wealth of experience and a proven track record in scientific research we work together for a positive future by creating and protecting wetlands for wildlife and people. We also shape unforgettable experiences for our visitors at our centres and believe 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.

We are looking for volunteers to support our work by assisting our friendly and experienced Grounds and Reserves teams with a range of office administrative tasks. In this role you will assist with day-to-day administration such as keeping our electronic systems up-to-date, assisting staff with answering telephone and email enquiries, organising team meetings, opening/despatching mail and managing deliveries.

**Who will be responsible for your role?** PA/Office Manager

**Where will you be based?** Slimbridge Wetland Centre

**How much time will it take?** The exact hours you are able to contribute will be discussed prior to placement

### **What will you be doing?**

- Adding new books to the Conservation Library and ensuring their details are logged on an Excel spreadsheet
- Scanning conservation research reports as requested
- Assisting with compliance with the General Data Protection Regulations

### **Who are we looking for?**

You will need to be / have:

- Someone with an interest in office work to support our Conservation programmes and projects.
- Ideally equipped with prior experience of using MS Excel and an understanding of data protection regulations, although training in these would be provided if required.
- An ability to work without close supervision would be an asset.

### **How will you benefit?**

- This is an excellent opportunity to work within the Conservation Administration team which provides back office support to an internationally important team of Conservation Scientists
- Discount is available in the cafe and shop on the days of volunteering

- An induction will be provided as well as other training opportunities
  - Improving your administrative skills
  - Be part of a friendly and dedicated team of staff and volunteers
  - Meeting people from all walks of life and making new friends
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### **General notes**

This position is available for candidates who can work within office hours (9am to 5:30pm) Monday to Friday.

You must be able to get yourself to and from the centre. We regret that we are not in a position to reimburse travel expenses, however pre-agreed out of pocket expenses incurred in the course of your volunteering activities 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.

**Date raised:** May 2019