

## VOLUNTEER OPPORTUNITY: Volunteer Administrator

**Why do we need you?**

In this Volunteer role, you will be providing essential behind-the-scenes support for our friendly volunteering and training teams to make sure that we continue to have a thriving volunteer community who are working together to restore wetlands powers.

You can support us in a number of ways through this volunteer role, from helping us to advertise our volunteering positions, making sure our training records are up to date, researching the best places to reach new volunteers and answering common questions by email.

The role is very flexible and can be adjusted to suit your specific skills and needs, so get in touch to find out more!

## Who will be responsible for your role? Where will you be based?

**How much time will it take?**

**What will you be doing?**

Volunteering & Training Administrator WWT Slimbridge HQ or home based.

Ideally, we are looking for someone that can give 4 hours per week. However, we are flexible and can discuss options that would suit the volunteer and the team.

Helping the Volunteering team with admin to recruit volunteers across WWT. Helping us be efficient and creative, and providing great support to colleagues. The Volunteering team is a busy team with a range of tasks that a volunteer could get involved with, including:

* Adding new volunteer roles to our website and external sites.
* Creating posters using our in-house software that can be displayed in our centres.
* Research new locations to advertise our roles that will increase our visibility and accessibility to more diverse communities.
* Uploading training courses
* Recording training attendance
* Help to create/ upload e-learning courses onto our training website
* Other administrative tasks that could include updating volunteering or training data (GDPR training dependent), running data quality checks and data entry.

# Who are we looking for?

This role will suit you if you:

* Have excellent IT, and written communication skills
* 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 or home working, both independently and as part of a team.
* If you intend to volunteer from home, you will need access to a computer and the internet.

# How will you benefit?

* 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.
* Induction and training provided.
* Meet like-minded people.
* Volunteer in an inspiring environment and get closer to nature.

## General notes:

The location of this role is flexible so can be undertaken at our HQ located at our Slimbridge Wetland Centre, from home or a mixture of the two.

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: There is a bookable Robin Bus service that can be booked right outside WWT Slimbridge! See details on the website here:

<https://www.gloucestershire.gov.uk/transport/the-robin/>

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:

Please follow the application process on our [recruitment website](https://vacancies.wwt.org.uk/vacancies/vacancy-search-results.aspx). If you have any problems locating the information or filling out the application form please email volunteering@wwt.org.uk

**Date reviewed:** November 2024