

**VOLUNTEER OPPORTUNITY:** **Office Administration Support**

**Why volunteer with us?**

We’re WWT, the charity for wetlands and wildlife. We’re on a mission to restore wetlands because they are a wondrous solution to our world's problems. Together we will unlock their power – and help nature burst back to life. Because when wetlands flourish, all life will flourish. We lead the way, bring life and inspire connection. Our main values enrich our community:

* By restoring our wonderful wetlands, we gain deeper connections
* By inspiring future volunteers, we will inspire others to value, act and benefit from wetlands
* To Thrive! We believe our volunteers will thrive in making WWT a more sustainable and inclusive organisation.

Volunteers are integral to the running of the beautiful WWT Arundel Wetland Centre, an award-winning site for accessible and inclusive tourism. Our volunteer team is friendly, motivated, and hard-working, and says they benefit by gaining new experiences, meeting new people, and most importantly, making a difference by helping maintain important wetland habitat.

**Why do we need you?**

In this role, you’ll be supporting our Marketing, Learning, and Facilities teams to stay on top of day-to-day essentials and organized behind the scenes. Responsibilities will include compiling information we use to inspire visitors to support wetlands, to helping to provide information online to encourage visitors to support us, to help wetland nature thrive. You’ll also help to respond quickly to supporter inquiries, helping them get onsite to connect with wetland nature.

If you enjoy an office environment where you can focus on detailed work, self-led tasks, and computer databases, but with break times to meet staff and volunteer colleagues and decompress, enjoying our beautiful site outdoors, this is the role for you.

**Wetlands for the win!**

Looking for valuable work experience to gain relevant skills or want to spend more time outdoors? Or both? Look no further - a volunteering position with us plays a crucial role in saving wetlands for wildlife and people, as well as:

* Being part of a volunteering experience in an inspiring environment and getting closer to nature
* Making a real contribution to the conservation work of WWT
* Learning new, transferable skills and being part of an inclusive volunteering experience
* Becoming part of a friendly and dedicated team
* Gaining free entry to all WWT wetland centres throughout the UK on presentation of your WWT name badge, and enjoying a great discount in WWT shops and cafes
* You will be provided with a WWT uniform and receive full induction and training for your role

**This role involves:**

* updating external event websites
* processing ticket requests from schools and charities
* updating excel databases
* assisting in organizing digital and physical files
* helping to prepare event and functions materials
* keeping up to date with WWT news
* helping occasionally with ad hoc, related activities

**This role will suit you if:**

You enjoy a behind the scenes role, assisting a busy team in the main office. Primarily working with the Marketing team, you enjoy focusing on detailed work and are comfortable spending some time on tasks alone at your desk. You’ll enjoy spending break-times in nature and meeting fellow volunteers and staff in the break room. The role requires a good working knowledge of Microsoft Office and competency working via and using the internet. Experience on Microsoft Teams is also a bonus.

Please note that this role is currently only open to those aged 18+.

**Practicalities**

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

**Who will you volunteer with?** Primarily with Pat Warren – Marketing & Communications Manager

**Time commitment?** Ideally, you’ll initially join us on site for around 3 hours a week, twice a month, depending on support needed. For your induction training, we may ask for you to attend a session over the weekend.

We want your volunteering to be a positive and fun experience. You’ll get a warm welcome, including information on training, equipment and other information you need. This will include risk assessments based on your role and any particular support you need.

Volunteers receiveaccess to our sites, and discounts in our shops and cafes. Some roles include a uniform or require the use of equipment or protective clothing. If you are based at a particular site or office location, you’ll need to be able to get yourself there and back. Information on locations can be found on our [website](https://www.wwt.org.uk/wetland-centres). We will keep you up to date with what’s happening across WWT and the difference you will be helping to make happen.

**Interested?**

Full details of this and other roles can be found at [www.wwt.org.uk/volunteer](http://www.wwt.org.uk/volunteer). We celebrate inclusivity and diversity amongst our volunteering community and encourage applicants to state any disabilities they have for provided support. Please state any disabilities in your application form, or contact us at [volunteering@wwt.org.uk](mailto:volunteering@wwt.org.uk) to state what support you need either in locating the information or filling out the application process so we can cater for your additional needs.