

 **VOLUNTEER OPPORTUNITY:** Learning Admin Volunteer

At WWT, we believe that for people to care about wetlands they need to experience them up close and connect with nature from an early age. Our innovative schools programme enabled 12,500 learners to make these crucial connections last year, giving them unforgettable experiences which will shape a love of wetlands for years to come. Inspiring schools and making sure they have the best possible visit involves a lot of admin behind the scenes so we’re seeking an enthusiastic volunteer with computer skills who is able to support with this. Whether it’s taking school booking enquiries or dealing with communications before and after, you’ll be a vital part of our busy team inspiring a new generation. Volunteers play a crucial role in saving wetlands for wildlife and people.

**This role involves:**

* Answering enquiries from schools and making bookings
* The opportunity to be involved in school learning sessions
* Inputting data into Excel spreadsheets and online CMS
* Preparing resource packs for school visits
* Sending out pre-visit e-mails and post-visit evaluation e-mails
* Being aware of procedures regarding child protection and data protection.

**This role will suit you if:**

You’re passionate about education and looking for a support role rather than being out in front of the children. We’re keen to hear from someone with strong organisational and computer skills who is happy dealing with enquiries via the phone or e-mail.

**Practicalities**

**Where will you be based?** London

**Who will you volunteer with?** Learning Team, main contact is Paul Lawston, Learning Manager

**Time commitment?** Up to one day (negotiable)

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).

If you are interested in volunteering for WWT but don't wish to apply online, please email volunteering@wwt.org.uk or leave a message at 01453 891 231 with your name and number.

We will keep you up to date with what’s happening across WWT and the difference you will be helping to make happen.

**Interested?**

If you are interested in this role, please complete an application form so that we can talk it through further with you.