

 **VOLUNTEER OPPORTUNITY: Reserve Database Administrator**

With a wealth of experience and proven track record in scientific research, we create and conserve wetlands and save species. We collect data on a wide range of species on all of our reserves, it is important these data-sets are compiled and safely stored centre.

Reserve records help to inform WWT’s reserves’ management plans by highlighting species trends and population changes - this knowledge can then be used in order to safeguard species utilising WWT reserves. We are looking for a volunteer with good knowledge of the classification of organisms and competent IT data entry skills to assist us in inputting and processing of the data from Arundel.

**Working with the Reserve Manager and wider team, you will:**

* Help to input biological records from the Reserve onto spreadsheets and databases.
* Assist with the compiling and formatting of historical records collected at WWT Arundel.
* Liaise with volunteers and staff to clarify data and ensure full records are complete.

We’ll give you training for the role and a great induction to WWT, and support you all the way.

**This role will suit you if you:**

* Are experienced in data entry, data handling and the use of databases and spreadsheets
* Have a good understanding and knowledge of the classification of organisms
* Are self-motivated and have a good attention to detail
* Are happy to liaise with the team in an office environment

**Practicalities**

**Where will you be based?** WWT Arundel

**Who will you volunteer with?** Reserve Manager and team

**Time commitment?** Ideally a fairly regular day each week (year-round), but there is flexibility on the specific days and hours worked and we will mutually agree the time you are able to offer.

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.