**Gloucestershire Wildlife Trust membership admin volunteer**

About Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We own and manage more than 60 nature reserves across the county, all of which offer free access for visitors. 28,000 members in Gloucestershire support our work, with over 500 active volunteers who ensure our vital conservation work can be achieved.

**Our mission is a simple one** – to value nature. Our ambition is to restore, recreate and reconnect Gloucestershire’s wild places. We want everyone in Gloucestershire to value, enjoy and share the natural world. Our priorities are outlined in our Strategic Plan: <http://www.gloucestershirewildlifetrust.co.uk/about-us/who-we-are/strategic-plan>

Our vision is ambitious, but we believe we can deliver it by:

* Creating bigger, better, more connected wild places where people and wildlife can thrive
* Inspiring more people and communities to take action for wildlife
* Leading on ‘natural solutions’; championing the value of what wildlife can do for us
* Growing our resources, influence and reach to shape a strong, resilient organisation.

**Role information**

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| **Start date:** ASAP | **Ideal commitment:** 1 morning a week flexible on day |
| **Time:** 10am – 1pm (flexible) | **Where:** Robinswood Hill Country Park, Gloucester |

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| **Purpose of your volunteer role:** |
| The membership admin volunteer will help the membership team with processing appeals, donations and mail. |
| **What the task involves:** |
| * Using our database Charity CRM
* Processing returned mail
* Data entry on excel spreadsheets
* Adding donations to the database
* Packing letters and welcome packs
* Other similar activities depending on what is needed at the time
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| **Skills and abilities you will be using in your role:** |
| **Essential*** Able to volunteer independently, but there will always be on of the team next to you or near-by
* Competent computer user
* Experience of excel

**Desirable** * Experience of using a database or willingness to learn
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| **Benefits of volunteering:** |
| * Spending time helping a great cause
* Social benefits; a chance to meet new people and make friends
* Supporting your local Wildlife Trust and improving biodiversity in your local area
* Learn new skills (basic training of using excel and charity CRM will be provided where needed)
* Travel expenses covered
* We can provide references for regular volunteers, helpful for job applications
* GWT volunteers, can sign up to receive a monthly Volunteer Newsletter, an invite to our annual Volunteer Conference, Volunteer Skill days and Volunteer Forums
* If you are looking to start a career in the sector or trust, volunteering is a good way to get in and start making your mark. A few of our current employees volunteered previously and it helped them get the role.
* If desired, there is opportunity to learn other skills/experience like canva and other fundraising skills.

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| **Your supervisor:**  |
| Tabitha George – Supporter Development Officer |
| **Transport:** |
| Possible to get to site by public transport or bike. No car needed*. Can help with more info on this on request.* |
| **Health and Safety/ Risk Assessment:** |
| GWT always carries out a full risk assessment for groups and activities and will run through the risk on the day with all volunteers.  |
| **What to bring/things to consider**  |
| **Personal protective equipment (PPE)** No special equipment needed – strong boot recommended when gardening. Gloves will be provided when gardening or litter picking. **Refreshments – tea, coffee and squash provided****Toilets and café on site** |
| **Suitable age for this role:** 18 + |
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| **How to apply:** |
| Please contact our Volunteer Coordinator (Ellie Murray), via volunteering@gloucestershirewildlifetrust.co.uk or call 07485 307236 to tell us a little bit about yourself and why you are interested in volunteering for this role. |