

Volunteer Task Outline



Task title: Administration Volunteer – Conservation and External Affairs

Location: WT Grantham office

Time: Approximately 5-7 hours a week.

Volunteer Manager: Mandy Holmes

<p>Task summary</p>	<p>The Woodland Trust is one of the UK’s leading conservation charities. We have over 500,000 members and supporters and more than 1,000 sites all over the UK. We believe life’s better with trees. We protect and campaign on behalf of the UK’s woods, plant more trees, and restore ancient woodland, for the benefit of wildlife and people.</p> <p>This role is to support the Conservation and External Affairs Department with general administration duties.</p> <p>As with all volunteer roles you will be required to attend an induction to your volunteering role at the Woodland Trust. This is approximately 90 minutes long and is organised by your volunteering development officer. An interview and two references will be required for this role.</p>
<p>Role purpose</p>	<p>The purpose of this role is to support the Conservation and External Affairs Department with general administration duties. There will also be the opportunity for the successful candidate to learn some of the Department’s specific systems and processes</p>
<p>Key activities</p>	<p>This role will involve a some or all of the following tasks:</p> <ul style="list-style-type: none"> • Inputting supporter data on to the Trust’s in-house database • Updating & creating new supporters’ communication records. • Checking websites for example Google Alerts and Local Authority Planning Application websites for information relating to activities the Woodland Trust is involved in. • Other small administration tasks as discussed with the volunteer manager. • Adherence to the Woodland Trust Volunteer Charter, policies, procedures and guidelines.
<p>Experience / knowledge required including personal</p>	<ul style="list-style-type: none"> • Confident and familiar with Microsoft Office, the internet and e-mail • Strong administration skills • Well organised and efficient • Ability to work well without supervision • Reliability is essential

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qualities	<ul style="list-style-type: none">• Willingness to learn how to use the Trust's bespoke software• An interest in woodlands, trees, nature and the work of The Woodland Trust.
Equipment required	As this role is based at Head Office you will be provided with a workstation and an e-mail address.
Expenses	Expenses will be reimbursed for return journeys from home based on public transport cost or mileage at standard rates for the Woodland Trust. Other expenses must be agreed in advance with your volunteer manager.
Health & Safety	The Trust has a health and safety policy supported by guidance and rules. The Trust provides risk assessments for each volunteering role. You will have a responsibility to flag up any risks the task may pose to you or others and discuss it with your volunteer manager.
Hours	Please keep a record of the hours you are involved with the task and send them to your volunteer manager each month. This allows us to measure the impact and value that volunteering has on the work of the organisation.
Event support	As a Woodland Trust volunteer you may have the opportunity to support the Trust at events in your area. We will contact you when these occasions arise to see if you are available to help.