

Volunteer Role Outline

Role title
Admin Volunteer
Based at location
Compass House, Farmoor, Cumnor, Oxford OX2 9LU
Purpose of the role
Admin volunteers are crucial to BBOWT's work to help protect and restore nature by working behind the scenes to keep processes and systems running smoothly!
Type of work in which you will be involved
• Supporting with office administration • Assisting with general computer-based tasks • Helping with communications both internally and externally sent to groups such as members, volunteers and staff • Keeping information up-to-date and accurate
Skills, Experience &/or qualifications needed
• Be a good all round 'people person' • Have a keen attention to detail and great organisational skills • Be a confident user of applications such as Microsoft Word, Outlook and Excel • Good communication skills • Reliable & committed
Suitable for Under 18s
No
Benefits to volunteer & possible training opportunities
• Be part of our Volunteering Community • Contribute to the conservation of some important habitats and species • Learn new skills and benefit from training opportunities • Get to know the dedicated and friendly team of other volunteers





- A programme of BBOWT events with opportunities to meet other volunteers and staff
- Receive news and discounts

You will be responsible to

Membership Office Manager

Expenses payable

No

Interview, DBS, References

A short chat will be required with a member of the Membership team to understand more about your fit for the role and to answer any questions you have.

