

Volunteer Role Outline

Role title
Data Input Volunteer
Based at location
Compass House, Farmoor, Cumnor, Oxford OX2 9LU
Purpose of the role
The Data Input Volunteer role is crucial for maintaining accurate records which can be used for research, conservation efforts, and policy-making.
Type of work in which you will be involved
• Accurately inputting data into excel spreadsheets and online recording schemes • Editing Excel spreadsheets to support data entry • On occasion, carrying out analysis to show trends
Skills, Experience &/or qualifications needed
• Familiarity with database systems and data entry techniques is desirable • Keen attention to detail and great organisational skills • Strong ability to work accurately • A keen interest in wildlife • Good communication skills • Reliability & commitment
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.

