



**The Wildlife Trust for
Lancashire
Manchester &
North Merseyside**

CEO Office Volunteer

Role Description

About the Lancashire Wildlife Trust

We are part of the Wildlife Trusts movement, the UK's leading conservation charity dedicated to all wildlife. We are your local charity, working hard to improve your local area for wildlife and for you.

The Trust manages over 2,000 acres of some of the region's most precious wild places in the form of 37 nature reserves and 20 Local Nature Reserves. These provide places where wildlife can thrive and people can relax and enjoy the wealth of our natural heritage.

About the Role/Project

The CEO's Office is a busy central hub at the heart of the Lancashire Wildlife Trust. We provide an effective/efficient service which supports the CEO and staff within the wider Trust in their daily activities.

What is an Office Volunteer?

Based at the Lancashire Wildlife Trust Office in Bamber Bridge, Office Volunteers will need to have experience of using Microsoft Office and be happy to help with administrative tasks, general enquiries, data entries and maintaining filing systems/records.

What's in it for you?

- Becoming part of a friendly and dedicated team
- Learning new skills
- Office experience

What's involved?

- Printing papers and collating materials in preparation for meetings
- Assisting with phone and email enquiries.
- Assisting with general administrative tasks including data entry and filing
- Becoming familiar with and then following the Lancashire Wildlife Trust's Health and Safety policy at all times

This role will suit people who;

- Are reliable and dedicated
- Have good attention to detail and organisation skills
- Have good communication skills and a friendly nature
- Have previous office experience
- Are IT literate with knowledge of Microsoft Word, Outlook,
- Office 365 experience is preferable but not essential

Extra information

Your place	The Barn, Bamber Bridge, Preston, PR5 6BY
Time commitment	Two days per week, or more if you can.
Volunteer Manager	Monica Atherton Patel mathertonpatel@lancswt.org.uk
Training/Resources	LWT Volunteer Induction Eligible to apply for internal vacancies (once induction has been completed) (all training subject to course availability)
Expenses	Out-of-pocket travel costs between home and volunteering place will be paid up to a maximum of £8 per day, and other reasonable subsistence/expenses agreed in advance.
Requirements	We will ask you to provide the details for two referees

This role is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract