



Lancashire,
Manchester &
N Merseyside

Volunteer Role Description

CEO Office Support Volunteer

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.

What is an Office Support Volunteer?

The aim of the CEO Office is to provide an effective/efficient service which supports the CEO/Governance Officer in daily activities and the wider Trust with the delivery of their specific projects. As a Volunteer you can help support the CEO/Governance Officer by preparing meeting materials, travel plans and maintaining filing systems and contact lists.

What's in it for you?

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

What's involved?

- Helping to update and maintain contact lists in Outlook
- Printing papers and collating materials in preparation for meetings
- Assisting the Executive & Governance Officer 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 is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract

This role will suit people who;

- 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, Berkeley Drive, Bamber Bridge PR5 6BY
Time commitment	Three mornings a week (Mon-Fri) on a flexible basis
Volunteer Manager	Monica Atherton Patel
Staff Contact (if different)	As above
Training/Resources	LWT Volunteer Induction Access to the Volunteer Training Programme Health and Safety Training Manual Handling Training
Expenses	Out-of-pocket travel costs between home and volunteering place will be paid up to a maximum of £5 per day, and other reasonable subsistence/expenses agreed in advance.
Requirements	In the second stage of the volunteer recruitment process we will ask you to provide two references.

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