



Lancashire,
Manchester &
N Merseyside

Volunteer Role Description

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?

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 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 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;

- 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, Berkeley Drive, Bamber Bridge PR5 6BY
Time commitment	A minimum of three half days a week (Mon-Fri) on a flexible basis. We hope people will volunteer with an interest in benefiting LWT in the long term.
Volunteer Manager	Monica Atherton Patel mathertonpatel@lancswt.org.uk
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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