**Role Title**

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| *Main Tasks* |
| * To work alongside the Volunteering Development officer, keeping up to date with active volunteer opportunities, events and other activities * To monitor active volunteer adverts, creating these when needs and removing once the recruitment has been successful * Using the knowledge of the volunteer opportunities to respond and signpost accordingly, this will be via the phone, over email and at events * To support in the induction of volunteers, sending out introductory emails and inviting to welcome events * To assist in the process of monitoring volunteers, by inputting data into excel spreadsheets and onto a fundraising system (PROGRESS) * Support in collating the volunteer data into case studies, good news stories and figures; which show the impact volunteering has had within the organisation * To familiarise yourself with our most active volunteers, putting forward their voice within the organisation * Support the Volunteering development officer to provide rewards and recognition, feeding back any suggestions to the wider team |

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| *Volunteer specification* |
| * This is a week day volunteering role that requires a commitment of 1 day every week, on either a Monday, Wednesday or Friday * A passion for wildlife and enthusiastic about conserving your local environment * Some computer literacy would be good but office experience is not essential * Friendly, positive attitude to answer the phone and meet new people * Someone with an understanding of data protection and confidentiality |

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| *Recruitment & selection* |
| Potential volunteers will be asked to complete a registration form.  Volunteers will be asked to come for an interview.  Volunteers will be asked for one reference before commencing their volunteer role.  They will be sent a welcome email and induction pack.  Volunteers will be given an induction and trained by their coordinator. |

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| *Key facts* |
| * The volunteer will be based at Bickley hall farm in Malpas * There are a huge variety of tasks to be undertaken within this role * Some tasks will involve the use of a computer but not all of them, we can tailor a role to your needs * The office environment is relaxed but busy, based in an old farm house with amazing views * Volunteers will learn about a variety of activities the Trust is involved in * Volunteers get to work with a variety of people and teams |

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| *Training* |
| All training needed will be given during the role. Volunteers will be expected to keep up with current processes and systems as they change within the organisation.  As a volunteer you will be eligible to attend some free training organised by Cheshire Wildlife Trust. |

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| *Support/supervision* |
| Each volunteer will be given a main coordinator contact. Informal reviews will take place at the sessions to check volunteer’s progress.  If you would like further reviews or support please talk to your coordinator directly or contact the volunteering office on 01948 820728. |

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| *Expenses* |
| Cheshire Wildlife Trust as a charity is not able to pay all expenses for volunteers. In special circumstances or if asked to travel to a certain session some expenses can be paid. For longer term trainee posts with projects expenses can be paid, this will be agreed at the beginning of the placement. Please contact the volunteering office for more information 01948 820 728. |

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| *Important policies to read for this role* |
| [Data Protection policy](#DataProtection)  [Equality and Diversity statement](#Equality)  [Disciplinary and complaints procedures](#complaints)  [Computer user policy](#computer) |