

Durham Wildlife Trust Reception and Administration Volunteer

Bring your passion for wildlife and conservation and join our volunteer team at Durham Wildlife Trust as a **Reception and Administration Volunteer**



What's involved?

- Helping us to give a warm welcome to all our Rainton Meadow visitors
- Answering the phone, the front door, processing post and receiving parcels
- Assisting with general computer based tasks such as online research, Microsoft Excel, Word, Outlook and Gmail
- Signing up new members, signing out bird hide keys and filling in relevant paperwork
- Doing the odd bit of hoovering and checking that the bathrooms are clean and tidy for our visitors.

What will you get out of it?

- Confidence on the telephone
- Experience in an office administration environment
- On the job training relevant to tasks undertaken
- Become a valued member of a professional team
- Improved communication skills
- Knowledge that the work you do will benefit local and nationally important nature reserves and the work of Durham Wildlife Trust
- Opportunity to learn/enhance/share local knowledge of wildlife and conservation
- Friendship and socialisation

What skills do I need?

- An interest in and enthusiasm for wildlife
- Team worker with initiative
- Good communication skills
- Reliable and hardworking
- Friendly and welcoming nature

How much time should I give?

- We are looking currently for individuals from Mondays, Tuesdays or Fridays – between 10am and 3pm or part thereof.

Apply today by completing an online application form.

We'll contact you to discuss your application and the role in more detail, and answer questions.

Contact **Zoe Hull** on 0191 584 3112 or volunteering@durhamwt.co.uk to find out more.

Our volunteers play an integral role in what we do, from the management of reserves to helping with administration duties. We are always looking for willing volunteers who share our passion for wildlife, conservation and broadening awareness.