

Volunteer Role Profile

Volunteer Role	Volunteer Assemble Support
Volunteer Manager	RSPB Team
Where you will be based	Home

Why we want you

Are you keen to play your part in helping conserve nature, have great organisational and people skills, and have up to one day a week to spare?

We're looking for volunteers who can support teams with the administrative aspects of recruiting, leading and co-ordinating volunteers, via Assemble our volunteer management system.

Teams you could be working with include our Reserves, Communications, Fundraising, Education, Families and Youth to Ecology, Volunteering Development or a specific Project Team.

The RSPB is the UK's largest nature conservation charity! Join our fantastic volunteers who are helping to inspire everyone to give nature a home and secure a healthy environment for wildlife. We will help you gain skills and give you an invaluable insight into our essential work.

What you will be doing

- There are a range of some of the tasks you could get involved with - it's up to you which you'd like to do, depending on your skills & experience:
- Creating and advertising volunteering opportunities.
- Progressing volunteer applications.
- Updating volunteer records.
- Logging volunteer hours.
- Processing volunteer expense claims.
- Managing a team rota.
- Sending messages to volunteers, for example, invitations to thank you events, or sending out the latest Volunteer Newsletter.
- Sending out training invitations to volunteers.
- Adding 'recognition' to volunteer records.
- Supporting the team for ½ -1 day a week.

The skills you need

- Be a good all round 'people person'.
- Have a keen attention to detail and great organisational skills.
- Be a confident user of Microsoft Word, Outlook and Excel.
- Happy/comfortable volunteering remotely, from your own home.

- Good written communication skills.
- Reliable & committed.

What's in it for you

- This is a great opportunity to utilise your existing skills and learn new ones, whilst working as part of a small, friendly team. There is room for development within the role, an opportunity to volunteer for additional days or role-share.
- You will learn all about how the RSPB works and gain experience working for an environmental charity.
- You will be supporting the RSPB in a big way, so you'll find satisfaction in making a genuine contribution to nature conservation.

Disclaimer

Suitable for under 18's.

You'll be fully trained on our in-house systems before starting in the role, and ongoing support will be provided. We'll also ensure you're set up with an RSPB email account & login, which will enable you to access the RSPB systems you'll need.

You'll need to complete our GDPR and Safeguarding training which can be done online.