

Volunteer Role Profile

Volunteer Role	Administrator
Volunteer Manager	RSPB Team
Where you will be based	Community

Why we want you

Are you keen to play your part in helping conserve nature, would like to utilise your existing office-based skills and have up to 1 day a week to spare?

We are looking for volunteers who can support teams and take on administrator tasks as part of an existing team that supports the RSPB operation. This can be anything from our Reserves, Communications, Fundraising, Education, Families and Youth to Ecology and Volunteering Development.

By opening up our work to more volunteers in this way, it means we can scale up what we can achieve and do more for nature.

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 tasks you could get involved with - it's up to you which you'd like to do, depending on your skills & experience:
- Monitoring and responding to emails that come into the team Mailbox (external and internal queries)
- Co-ordinating our data and responding to queries from internal users
- Updating records on our internal database as and when needed
- Helping to keep our filing systems up to date
- Plenty of scope to take on new tasks, as they develop, going forward, if you'd like to
- 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. We'll also provide you with FAQs and standard responses as tools to help you.

The RSPB will reimburse you for out of pocket expenses travel expenses, we will provide the equipment, training and any uniform needed for you to complete the role

We're now the largest nature conservation charity in the country, consistently delivering successful conservation, forging powerful new partnerships with other organisations and inspiring others to stand up and give nature the home it deserves. We rely on the support and generosity of our volunteers to make a difference

Our work stretches far beyond the UK. Wherever wildlife is in threat, we'll work with partners across the globe to help save it and give it a home.