



Membership & Admin Volunteer Role Description

Role Description

Title of Role: Membership & Admin Volunteer

Responsible to: Data & Evidence Office and Individual Giving Manager

Time Commitment: As and When

General Information

Main duties

- Prepare and make up membership packs
- Assist in updating membership records
- Provide administrative support to the membership team
- Enter data onto databases
- Prepare documents as required, including typing, printing and copying

Skills / Qualities Required

- Love of wildlife (an in-depth knowledge is not necessary)
- Be able to communicate effectively with the team
- Have the skills for at least one of the duties above

Training

Training given as necessary

Expenses

Travel expenses to events will be reimbursed

Other

We aim to have a volunteer get together at least twice a year to meet and share skills/experiences

