



Volunteer Support Assistant

Role Description

Responsible to: Support Assistant

Volunteering hours: **Flexible** Monday – Friday 9-5

Location: Derbyshire Wildlife Trust Offices, Middleton

General Information

Derbyshire Wildlife Trust is seeking a volunteer to assist with volunteering enquiries, administration and to ensure our volunteers have a great experience while volunteering with us.

Main duties

- Monitoring of volunteer email inbox
- Responding to enquiries in a timely manner
- Liaising with departments on current volunteering roles
- Providing brokerage to fit the best role to the right person
- Supporting staff with new volunteering opportunities
- Recording volunteer hours for DWT through registers and timesheets
- Supporting with regular volunteer celebration events

Skills / Qualifications Required

- Experience of Microsoft Office (Outlook, Access, Excel and Word)
- Accurate data entry skills

Personal Qualities:

- Ability to prioritise workload
- Methodical and accurate
- Able to work effectively on own initiative and as a member of a team
- Good communication skills
- Personable and sociable



Training

A full induction will be given and ongoing training and supervision provided to carry out the task.

Expenses

Travel expenses will be reimbursed