

## Volunteer Role Profile



<b>Role</b>	Admin volunteer
<b>Line Manager</b>	Emma Higgs, LUCT Project manager
<b>Location</b>	Home based
<b>Minimum Commitment</b>	1 to 2 hours per week

### 1. What to expect from this role

This is an opportunity to use your existing office-based skills and learn some new ones, working as part of a small staff and volunteer team.

Through this role you'll be supporting the Lower Ure Conservation Trust (LUCT) to undertake work that contributes to nature conservation.

You'll also gain some experience of how a small environmental charity like LUCT works.

### 2. What you will be doing

You'll have the opportunity to focus on a variety of tasks such as

- Posting documents on our website,
- Inputting survey data,
- Logging volunteer hours and
- Processing expenses claims

There'll be plenty of scope to take on new tasks, as they develop, if you'd like to.

### 3. The skills you'll need

- A keen attention to detail and great organisational skills
- A confident user of Microsoft Word, Outlook and Excel
- Happy to volunteer remotely, from your own home
- Good written communication skills
- Reliable & committed

### 4. Training

We'll provide an introduction to our admin systems and key policies along with opportunities to meet and get to know the rest of the team.

### 5. Equipment

Unfortunately, we are not able to provide a computer for this work so you will need to be happy to use your own. However, we can provide a Microsoft Office subscription so that you can have access to Excel, Word etc. You will also have access to Microsoft Outlook and your own email address.