

Volunteer role guideline



Warwickshire
Wildlife Trust

Role title: National Hedgehog Monitoring Programme Hub, Prep and Administration Volunteer.

Purpose of your role: To assist with the smooth running of our National Hedgehog Monitoring Programme Hub. Supporting the delivery of the programme by providing a range of office administration to staff and other volunteers.

Tasks you will be involved with:

- Management of documentation and records including scanning, filing, archiving and shredding.
- Assisting with the input of data and uploading of footage to 'Mammal Web'.
- General office duties such as maintaining and charging batteries for the mammal cameras.
- Supporting project staff with preparation of materials, e.g. preparing the kits for camera deployment and collection.

Skills and abilities required:

- Flexible and adaptable, friendly team player.
- Ability to work independently and as part of a team.
- Good communication and interpersonal skills.
- Organised, methodical with good attention to detail.
- Understanding the importance of confidentiality and willingness to undertake training in data protection.
- Computer literate with administrative skills.
- Working knowledge of Word, Excel and other applications.
- An interest in wildlife, conservation and the work of the Trust.

You will be based at: Brandon Marsh Nature Centre, CV3 3GW.

Days and time we would like you to be available: April – November. Flexible, within office hours of 9.30am – 3.30pm, 1–2 days a week for 3 weeks of the month, depending on the quantity of camera images.

Benefits to you:

- Contributing to a national citizen science project – National Hedgehog Monitoring Programme Hub.
- Learn new skills and gain experience in administration.
- Building skills, knowledge and experience.
- Meet like-minded people, make new friends.
- Helping others act for nature.
- Become a valuable member of a friendly, professional project team.
- Enjoy a pleasant working environment on a large nature reserve.
- References available after 6 months.

Your staff contact: Wilder Communities Advisor and GIS and Data Officer.

