

Volunteer Role: Cambridgeshire Wider Countryside Team Office Volunteer

Support Person	Laura Osborne – Nature Recovery Officer (Cambs)
Location	The Manor House, Great Cambourne; the Trust's main HQ
Role Purpose	To support the Cambs Wider Countryside Team with ecological administrative (data input) work
Specific Tasks	• To assist with data management for the District Level Licensing Ponds Scheme • To assist with entering wildlife data from County Wildlife Surveys into the database • To assist with cataloguing wildlife species and habitat photographs
Skill and Qualities needed	We're wild about inclusion! We want our volunteers and staff to be as diverse as wildlife. As an inclusive organisation we recognise that our workforce and volunteers need to better reflect the communities in which we live and work. We actively encourage applications from people of all backgrounds, identities and cultures. We believe that a diverse workforce and volunteers will help us create our vision of 'people close to nature, with land and seas rich in wildlife'. Volunteers will come from a wide range of backgrounds and will have many different qualities and skills. Essential skills and qualities for this role are: • A local connection • An interest in and enthusiasm for wildlife • A team worker with initiative • Good IT skills • Reliable and hardworking
Commitment	We are currently looking for an individual who can work with the Cambridgeshire Wider Countryside Team one day per week between 10am and 4pm on either Wednesday or Thursday.
Support and Training	You will be given regular guidance and support by your staff colleagues. Relevant training will be identified and offered. This may include Access database and QGIS mapping software.
Expectations of WTBCN Volunteers	• Punctual • Enthusiastic • Willing to learn from colleagues • Commitment to attend training offered • Willing to work as part of a team

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| | <ul style="list-style-type: none">• Sign the Volunteer Agreement |
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Wider Countryside Team Admin Volunteer at The Wildlife Trust BCN Headquarters

What is it like to work here?



The Trust's main Cambourne Office

This role offers the opportunity to develop skills in the administration of ecological records, and to work with a team of staff and volunteers with a diversity of knowledge and skills. It also offers the opportunity to learn more about the work of the largest local wildlife conservation charity, the Wildlife Trust BCN. It is a very friendly but professional environment.

Diversity of the role

Although the role is admin based and most of your time will be spent in the office, there are opportunities to get involved with various projects, making the role incredibly diverse. We believe you should see the practical side of our work and not just the data it generates. You would be encouraged to join staff on site visits, surveys and events on nature reserves and other sites of conservation importance.

Great Facilities

You will be working out of a fantastic, modern office with your own desk and computer based on the ground floor in an open-plan office within the Wider Countryside Team. Our conservation staff, Environmental Records Centre, toilets and meeting rooms are in separate areas on the ground floor, and our Executive Board, Finance, Fundraising, Supporter Engagement, IT and Communications Teams are based in the open-plan first floor office. There are stairs to the first floor. Access to all areas on the ground floor are level or ramped. Outside

the offices are lovely gardens front and back with a seating area, and a workshop where our Reserves and Wider Countryside teams keep all the tools, machinery and equipment required to carry out practical conservation work. There is also a communal kitchen on the ground floor for breaks which becomes a lively hub of chatter at lunchtimes.

Supportive Colleagues

The Cambridgeshire Wider Countryside team is a small and supportive group of staff and volunteers with many years of experience and knowledge to share.



The Cambridgeshire Wider Countryside Team