

# Volunteer Role Profile

Volunteer Role	<b>Admin Volunteer</b>
Volunteer Manager	<b>Manager</b>
Where you will be based	<b>Community</b>

## Why we want you

By using your admin skills and helping us with your time and experience you'll make a real difference to our team and will play an important role as part of our friendly and passionate charity.

There's flexibility with the tasks we'd like you to do, although primarily you'll help us with general admin support such as responding to phone calls, emails and enquiries.

## What you will be doing

- Helping with a variety of admin tasks
- Checking and responding to emails
- Making and answering phone calls
- Talking to visitors, members, staff and volunteers

## The skills you need

- An interest in the countryside and environmental issues
- A flexible approach and a willingness to give things a go
- Friendly and helpful attitude
- Comfortable to carry out tasks independently and as part of a team
- Confident using IT

## What's in it for you

- Use your enthusiasm, skills and experience to contribute to the success of our charity and make a positive difference to the countryside
- Volunteer with like-minded people and enjoy being part of a small friendly team
- Enhance your CV by developing new skills and gaining valuable experience
- We'll support you to develop in your volunteering role and provide you with relevant training
- We'll give you a reference for your future work or volunteering
- Get involved with social events, webinars and workshops throughout the year on a local and national level
- Online national CPRE volunteer induction session