



Role Description for volunteer Devon Greater Horseshoe Bat Project

Opportunity: Office Administration

Purpose:
Help support the project team by providing assistance with a variety of administrative tasks.
What the task involves:
There are a number of tasks depending on your experience and skills, e.g. logging bat survey and volunteer information on spreadsheets, photo sorting, receiving/answering general queries via the website.
Skills and abilities
<ul style="list-style-type: none">• the ability to work methodically without much direct supervision (although training will be provided initially and support available).• experience of using spreadsheets (Excel)• knowledge of computer filing systems• good communication skills for replying to queries• producing reports
Where:
Either home-based, or at DWT's offices, Cricklepit Mill, Exeter (depending on the task)
When and how often:
Flexible depending on volunteer's other commitments
Who is the supervisor:
Community Engagement Officer, Devon Greater Horseshoe Bat Project.
Expenses/equipment available:
Reasonable mileage
Health and Safety/ Risk Assessment
These will be written prior to starting and all volunteers obliged to read them
What's in it for the volunteer?



Role Description for volunteer Devon Greater Horseshoe Bat Project

- Contribute to a multi partnership complex project
- learn more about bats and the project's work in Devon
- be part of a dynamic team

How to apply

Contact Lizzy Mooney, Community Engagement Contractor
lmooney@devonwildlifetrust.org

We will then ask you to send a brief letter or email explaining why you wish to do this role and what you think you can bring to it, along with a CV if you have one or a brief paragraph explaining your background.

Task start date: April 2017 Task review date: 3 months later Task end date: variable