



## **Office and Administration Volunteer**

**When:** Flexible

**Where:** The Earth Trust Centre, Little Wittenham, OX14 4QZ

### **What does the role involve?**

A variety of tasks based within the Earth Trust Centre:

- A range of regular and one off admin tasks
- Supporting all departments within the Earth Trust office
- Communications and resource research
- Data entry
- Welcoming and signing in visitors
- Answering the phone

### **Why Earth Trust needs you?**

Earth Trust is an environmental learning charity. We manage 500 hectares of land including a working farm. We run events throughout the year, as well as our Earth School programme which delivers a range of activities. The hub from which this all happens is the Earth Trust Centre, which is where our office is based. The office is a busy working environment and we need help with the day-to-day running.

### **What attitudes, skills and experience do I need?**

- The ability to carry out basic computer tasks
- Happy to work as part of a team
- Willingness to get stuck in to the odd task outside of the normal routine
- Confident in working unsupervised

### **Benefits of this role:**

You will be coming to volunteer in an office based in a beautiful setting at the foot of the Wittenham Clumps. You will be part of the team here and contributing to our charitable work. For those who are hoping to get into a similar paid position, the role will provide valuable experience and the possibility of an Earth Trust reference.

### **What to do next if you want to apply or need more information:**

For further information or if you'd like to arrange an informal chat about the role, please contact Nicola Williams, Volunteer Officer on [nicola.williams@earthtrust.org.uk](mailto:nicola.williams@earthtrust.org.uk) or 01865 407792.