

Volunteer role Office & Administration Volunteer

As a charity, Earth Trust depends on the generosity of our supporters to carry out our vital work to champion accessible natural green spaces.

Volunteers are part of the family and are invaluable to us at Earth Trust.

In fact, we simply would not be able to get by without you!

We hugely value and appreciate the time that our volunteers donate to us, no matter how big or small.

Become an Office & Administration Volunteer

What does the role involve?

A variety of tasks based within the Earth Trust Centre, including:

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

Why does Earth Trust need 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.

Time required Flexible

Where

Earth Trust Centre, Little Wittenham, 0X14 4QZ



earth trust

What attitude, skills and experience do you need?

We thrive on your enthusiasm for Earth Trust's work and mission!

Most of our volunteer roles do not require in-depth previous experience as we provide a full induction, but the following skills and attributes would make you particularly suited for this role:

- 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

Volunteering has helped to keep me connected with the outside world and to give my days a structure and purpose

It has helped me learn new skills and make new friends as well.



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.

Together we can nurture and connect people to important green spaces

Our volunteers each have their own reasons for volunteering, but there are a myriad of benefits shared by all.



Whether it's gaining experience or putting an old skill into practice, meeting new people or doing something for the local community, there are loads of motivations for becoming an Earth Trust volunteer



Our volunteers come from all walks of life.

Earth Trust strives to be a diverse and inclusive place where we can all be ourselves and we are committed to equality of opportunity for all our staff and volunteers.

Would you like to join us?

For further information, or if you'd like to arrange an informal chat about the role, please contact Nicola Williams, Volunteer Officer Tel: 01865 407792 Email: volunteering@earthtrust.org.uk

People at the heart of change of change

Earth Trust is a friendly, positive and collaborative place. You will be joining a dedicated team of volunteers who are passionate about making a difference to climate sustainability, biodiversity, environmental impacts and health and wellbeing through engaging more people and making a positive impact.

Our volunteers' hard work and dedication was rewarded with The Queen's Award for Voluntary Service the MBE for volunteer groups, in 2016.

Your impact

Volunteers are integral at Earth Trust, assisting with all aspects of our work, from looking after our green spaces to helping people engage with the natural environment through events and education.

As a new volunteer you bring a fresh perspective and energy that is vital to us. We want to hear your thoughts and ideas on any aspect of our work!

The work that Earth Trust undertakes, caring for this incredible landscape and using it to educate and connect, is so important and I'm very fortunate to be working towards our mission with a really brilliant team of people!

Lee Ann Norris, Head of Fundraising



Earth Trust has a team of approximately 200 active volunteers working across all aspects of the charity.

Find out more at earthtrust.org.uk/support-us/volunteer



I really enjoy the variety of people that I get to come in to contact with on a daily basis. People from all walks of life coming together for one common goal.

Nicola Williams, Volunteer Officer

Working with nature has really contributed to my mental wellbeing

Matthew, Volunteer



I like the idea that my working day can make a small contribution to the future of the planet. It is great to work with people who don't just hope we can do it but who are doing what they can to make it happen."

Kitty Cox, Major Appeals Manager

I have got to know many volunteers and it is nice to hear about their backgrounds. I know many of the staff and...they have a wide range of knowledge which they will always willingly share with myself and other volunteers. I always look forward to visiting Earth Trust...Basically it's a family.

Michael, Volunteer



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> We seek a world where nature and people thrive in balance and where, as individuals, we all have a deep understanding of our environment, our place in it and our role in caring for it.

> > Jayne Manley, CEO

Our purpose

We are facing a triple threat of climate change, loss of biodiversity, and a massive public health crises, made worse for those in disadvantaged communities who have little or no access to nature.

Our purpose is to inspire people to address these crises through the power of natural green spaces.

Our vision

Our vision is a society where accessible, engaging green spaces enable nature and people to thrive in balance.

Our mission

Our mission is to champion access and engagement with natural green spaces for everyone, so that together we take action for people and planet



Earth Trust has been working towards this for 40 years, but it has never been more critical than now.

Demonstrate. Influence. Engage



More about Earth Trust

Earth Trust is an environmental learning charity with 40 years' experience in caring for and inspiring others with the natural green spaces.

We believe that we all have a responsibility to care for nature and understand our role within our ecosystem.

But, for people to understand their environment, their place in it and their role in caring for it, they must have the opportunity to experience its power and nurture a deep connection.

Together with our supporters, Earth Trust is guardian of some extremely special and inspiring

places full of nature and heritage. We care for 500 hectares of woodland, farmland, wildflower meadows and wetlands, which receive 200,000 visits a year.

We use these amazing places to engage and inspire people and to demonstrate nature-based solutions to climate, biodiversity and public health crises, that we hope others will take and use elsewhere.

Contact Us f 😏 in O

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9 | Page