



Volunteer role
Public Programming
Administration Support



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

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!

Become a Public Programming Support Administrator

What does the role involve?

We welcome, engage, and inspire a wider range of visitors to our accessible green spaces, offering a diverse and lively public programme of events and activities. The hub from which this all happens is the Earth Trust Centre, where our office is based. Our Experience and Engagement team needs your help behind the scenes with a range of office based tasks to support our public programme.

As part of this varied and diverse role, you could expect to undertake a range of regular and one off administration tasks including:

- Using our events software to log visitor data
- Supporting Public Programming through office tasks such as, creating an event on our bookings system
- Preparing resources for public events such as templates, information sheets, signage
- Research suppliers for events (catering, facilities etc)
- Collate visitor feedback via SurveyMonkey software (or other)

This is an opportunity to volunteer in a beautiful location, alongside a friendly team all working to achieve the same goal. You will be able to bring your knowledge and experience to support our team, whilst also learning new skills and systems.

Time required

One morning per week
with flexibility on day

Where

Earth Trust centre,
or remote working



What 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 a range of computer based tasks
- Happy to work as part of a team, and on own initiative when necessary
- Willingness to get stuck in to the odd task outside of the normal routine

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.



What support will you receive?

Making sure you are happy and confident in your role is our priority. You will be invited to attend annual Volunteer Training sessions to keep you up to date on our strategy, objectives, events, fundraising and projects.

You will be fully supported by the Earth Trust's Engagement and Experience team and have a dedicated staff member to provide role specific training, advice and guidance.

A young child with curly hair, wearing a blue t-shirt and jeans, is shown in profile, holding a long, thin stick with both hands. The child is looking down at the stick. The background is a soft-focus outdoor scene with green foliage and warm sunlight, suggesting a park or garden setting.

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 our Volunteer Officer, Nicola Williams
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



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



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 well-being

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



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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 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



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