

## Office Support Volunteer

### What does the role involve?

There's never a dull moment in the Earth Trust office! As part of our vibrant and hardworking team, you'll help support a variety of tasks that keep our projects and charity objectives moving forward.

Office support roles are flexible and shaped around your individual strengths. Whether you have a knack for organisation, enjoy admin work, are confident with data, or have experience with specific software, there's a place for your skills.

**Time required:** Half to one full day per week

**Location:** Earth Trust Centre, Little Wittenham, OX14 4QZ

### 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 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 and dealing with members of the public

### What support you will receive?

All volunteers receive our Volunteer Handbook & Safety Guide and are invited to Insight sessions, exclusive events for our volunteers as well as learning and development events across the year.

You will have a dedicated staff member to support you and offer role specific training and you can work together to see exactly what support you can give with your specific skill set.

## **Our community**

Being part of our community means connecting with like-minded people, learning new skills while sharing your own, spending time outdoors, and deepening your appreciation for the natural world.

Our fantastic team of staff and volunteers is passionate about the environment and dedicated to supporting Earth Trust — and their enthusiasm is truly infectious!

As a volunteer, you'll receive a weekly bulletin to keep you informed about new opportunities, news, and events. We also take time to celebrate your contributions, with an annual volunteer social and smaller get-togethers throughout the year.

## **Get in touch**

For further information, or if you'd like to arrange an informal chat about the role, please contact our Volunteering and Culture Manager, Nicola Frost

Tel: 01865 407792

Email: [Volunteering@earthtrust.org.uk](mailto:Volunteering@earthtrust.org.uk)