## **1. Who** **are we looking for?**

**Volunteer Role:**  Volunteer Research Assistant

**Department:** People and Engagement

**Office:** Allet

**Support Officer:** Fundraising Officer

**Type of Role**: Part time initially available Monday or Tuesdays. Future opportunity to work from home or in the office.

## **2.** **When**

**Application Deadline:** 12th January 2020

**Interviews:** Mid-January 2020

**Start date**: January 2020 onwards (we are flexible)

**End date:** Ongoing (we are flexible)

## **3. What we are looking for?**

|  |
| --- |
| If you are someone who enjoys online research and compiling information, then this is the volunteer role for you! Once the research is complete, we will run through a plan for you to make short courtesy phone calls to approach a selection of local businesses in Cornwall. You will be provided with clear guidance beforehand.  As the role progresses there will be an opportunity to be involved in delivering leaflets to a selection of businesses in Cornwall.  The staff and volunteers at Cornwall Wildlife Trust are a friendly team and the role will be a really enjoyable way for you to get to know more about our important conservation work, whilst meeting new people. The team will fully support you in this exciting new role.  We would like to have somebody joining us by the end of January, early February, for 1 day week, but we are flexible and happy to discuss other options. |
| **4. The Skills You Need**  **Essential**   * Computer skills, including online searches and good Excel knowledge. * Confident telephone skills. * Excellent customer care skills. * The ability to share your enthusiasm for wildlife with others. * The ability to work in line with CWT’s health and safety policy   **Desirable**   * A full driving license and access to your own vehicle. |
| **4. Practical Considerations**  There is limited public transport access to the office at Allet. |

## **5. What’s in it for you?**

You get to volunteer for a fantastic charity that really helps local wildlife, people and the environment. This will give you the opportunity to gain valuable experience working in our offices, meeting our staff and enjoying the buzz of a friendly office environment. The role is a great way to learn about our important conservation work as well as meeting many new people.

Travel expenses are reimbursed at 22p per mile, in line with CWT’s volunteer travel policy.