

# **VOLUNTEER ROLE**

## 1. Who

**Volunteer Role:** Calendar Admin Assistant

**Department:** People and Engagement

**Office:** Allet, Truro

**Support Officer:** Community Fundraising Officer

**Type of Role**: Part time, Flexible

## 2. Volunteer Role

Our charity calendar is one of our biggest fundraising projects at Cornwall Wildlife Trust, and we need some help contacting, recording and updating our stockists. This role is perfect for someone who is confident speaking on the phone, computer literate and ready to promote our beautiful calendar.

Calendars are distributed in Easter, so this role would best suit someone available once a week between February – April (Monday preferred but this is flexible) with other administration work available after this period if the candidate is interested. Any travel expenses will be covered inline with Cornwall Wildlife Trust’s volunteer expenses policy.

**3. Activities**

* Invoicing business sponsors of the Calendar
* Contacting businesses to stock 2021 calendar
* Recording and updating retailers on excel spreadsheets and web-based programs
* Recording and updating calendar sales
* Filing all documents from businesses

**4. The Skills You Need**

* Well-developed IT skills with a working knowledge and understanding of Excel and Microsoft suite
* Proficient use of telephone & taking business calls
* Confident and happy to speak to new people and businesses; promoting Cornwall Wildlife Trust and our Calendar
* A love for Cornwall Wildlife Trust!