



Ymddiriedolaeth Natur  
**Sir Faesyfed**  
**Radnorshire**  
Wildlife Trust

## **Volunteer Role Description: Membership & Admin Assistant**

### **About Radnorshire Wildlife Trust**

We are part of the Wildlife Trusts movement, the UK's leading conservation charity dedicated to all wildlife. We are your local charity, working hard to improve your local area for wildlife and for you. We manage 19 nature reserves across Radnorshire as well as working closely with community groups and landowners to help make Radnorshire better for wildlife.

### **About the Role**

Membership is the backbone of Radnorshire Wildlife Trust. We have over 1,200 members without whom, we would not be able to do the work that we do. Income from membership is vital to keep the trust running. RWT are searching for a reliable, trustworthy volunteer who can help support the Office Manager with general office admin tasks, but also help with the communications to members.

Working alongside staff, volunteers will:

- Make welcome calls to members,
- Help with membership feedback surveys
- Support the Office Manager with membership duties including posting and preparing newsletters
- Help with the inputting and recording of membership information on our CRM

. The role would suit someone who is:

- A sociable person, comfortable talking to new people.
- Trustworthy & reliable, with a positive attitude.
- Able to follow instruction and health and safety protocols.
- Has knowledge and/or interest in wildlife.
- Willing to work creatively.
- Someone who is adept at using a computer for data entry





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### **Why volunteer?**

As well as making a significant contribution to Radnorshire Wildlife Trust, this role provides opportunities to build skills and experience and be part of a friendly, welcoming team. This role will help to enthuse and inspire people about wildlife, something that we think brings a huge sense of satisfaction. Studies have shown that volunteering can vastly improve your own mental and physical health.

### **What we need from you**

#### **Time commitment**

- We are looking for 5 hours per week,
- To be worked during office hours on Tuesdays, Wednesdays, Thursdays or Fridays between 9am and 5pm

#### **Expenses**

- Travel expenses will be paid between home and the office.

#### **Requirements**

- Volunteer registration form completed
- Informal interview with Admin and Membership team
- Complete initial induction and any training
- Signed and understood confidentiality agreement

#### **Contact**

Becca Oakley (Fundraising and Communications Manager), [Rebecca@rwtwales.org](mailto:Rebecca@rwtwales.org) or ring 01597 823298

