

Volunteer Opportunity

Conservation Admin Assistant

Do you have a passion for helping NWT continue their important conservation work? Join our Conservation team and friendly volunteers within the office to assist with administrative tasks and planning of projects.

Responsibilities

- Assisting NWT staff in administrative tasks such as filing, archiving, word processing, etc.
- Assisting in the planning and delivery of environmental projects in Northumberland, North Tyneside and Newcastle
- Assisting with development / management of GIS
- Assisting with development control work
- Assisting with data collection, data entry and archiving

Existing skills and experience needed

No specific skills required as training will be given

Experience in working within an office environment

Have undergone risk assessment and health and safety training

Essential or desirable

Desirable

Desirable

Skills development offered

- Training in relevant health and safety policies and codes of practice
- Opportunity to attend volunteer training events offered by NWT
- Opportunity to build admin experience for career development

Support available

- Vehicle mileage and public transport costs will be reimbursed
- Personal protective equipment will be supplied when needed

Time commitment needed

From 2 hours per week. Specific data sessions held fortnightly at the Gosforth office or trail camera footage review sessions held fortnightly at the Hauxley Wildlife Discovery Centre.

Any other relevant information

- NWT operates a comprehensive Health and Safety policy that all volunteers are required to adhere to
- Confidentiality will be required
- Tea and coffee are available

