



# VOLUNTEER

## DURRELL OFFICE SUPPORT VOLUNTEER

<b>ROLE OBJECTIVE</b>	Durrell Office Support volunteers assist and enhance the administration work of Durrell Wildlife Conservation Trust.
<b>WHY IS THIS ROLE IMPORTANT?</b>	As a global charity we want to be able to respond to people who contact us in a clear, quick and professional way. Volunteers who help as a Durrell Office Support Volunteer assist the various departments to help them reach and reply to more people faster. Our supporters come from all over the world and volunteers in this area support us to be able provide and keep all information up to date and relevant, helping us build stronger relationships.
<b>WHERE</b>	Durrell Wildlife Park
<b>WHEN</b>	Monday to Friday 9am to 5pm Durrell Administration Volunteers come in from 09:00 onwards. The average time is around 2.5 hours, regular times and days are arranged with staff, being both flexible and regular can make a huge difference.
<b>MAIN DUTIES</b>	Most volunteers in this area undertake general office administration tasks, some of our volunteers are able to support our staff in other ways such as office moves and generally straightforward but time consuming tasks such as envelope packing and checking of membership packs. These tasks will vary depending on the area of the park Volunteers.
<b>WHAT ARE SOME OF THE THINGS WE LOOK FOR IN VOLUNTEERS IN THIS AREA THAT CAN BE USEFUL?</b>	<ul style="list-style-type: none"><li>• Good communication skills</li><li>• Team player (other volunteers, staff are often with you)</li><li>• Reliability</li><li>• Flexibility</li><li>• Good sense of humour</li><li>• Office experience</li><li>• Attention to detail</li></ul>
<b>SKILLS/ EXPERIENCE REQUIRED</b>	<ul style="list-style-type: none"><li>• Experience in office administration</li><li>• Interest and enthusiasm for our mission</li><li>• Good level of fitness (if helping as an office mover/ general helper)</li><li>• Ability to follow procedures and policies</li></ul>



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<b>TRAINING, UNIFORM AND BREAKS</b>	Successful volunteers will have access to the correct training and identification for this role. Tea and coffee are available on site for volunteers and you can even enjoy the odd biscuit and slice of cake.
<b>REPORTING TO</b>	Durrell Office staff
<b>CONTACT NAMES AND EMAIL</b>	<b>VOLUNTEER MANAGER</b> daniel.craven@durrell.org  <b>DURRELL OFFICE STAFF</b>