

## Administration Volunteer

<b>Reports to</b>	Community & Discovery Programme Manager or Department Manager
<b>Role</b>	The Admin Volunteers help various offices within the Zoo to assist teams in their daily operations. Tasks can include filing, pulling together membership/adoption packs, mailings and general office administration. This is a great opportunity for those wishing to sample the office environment and learn new skills.
<b>Duties</b>	<p>The main role of Administration volunteers is to assist various offices within the Zoo by undertaking a variety of tasks to help achieve the RZSS mission</p> <ul style="list-style-type: none"> <li>• Volunteers will assist in general office tasks including filing, organising, letter filing and franking, archiving files and photos.</li> <li>• Volunteers will assist in inputting data into computer software or organising digital files.</li> <li>• Volunteers may assist the Membership and Adoptions teams by inputting memberships on to our Membership system, as well as putting together adoption packs.</li> <li>• Volunteers may be needed to help organise large cupboards, which can require standing for extended periods of time. However, adjustments can be made if necessary.</li> <li>• Ensuring GDPR standards are maintained throughout time volunteering.</li> <li>• Reporting any issues to the Community &amp; Discovery Programme Manager or Department Manager.</li> </ul>
<b>Person Specification</b>	<p>You will need to be:</p> <ul style="list-style-type: none"> <li>• 18 and over.</li> <li>• 1 month experience as a Public Engagement volunteering or applicable external experience</li> <li>• Friendly, outgoing, positive and confident.</li> <li>• Good organisation and communication skills</li> <li>• Basic IT skills</li> <li>• Reliable and flexible with role and timings.</li> <li>• Keen to learn and stay informed.</li> <li>• Good understanding of confidentiality and GDPR</li> </ul>
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• We hope that volunteers will be flexible to meet the needs of the department they are working with.</li> <li>• Volunteer shifts will ideally be either full or half day (normal working hours apply)</li> </ul>
<b>Support, Training, and Uniform</b>	Volunteers will attend an induction and any training needed for the role. All volunteers accepted into this role will be required to complete a <b>PVG Disclosure</b> check. A volunteer uniform and, a name badge will be provided following an induction. There will be a member of staff on site every day to provide support to volunteers.

*\* Whilst we do welcome volunteers of all abilities and needs, please let us know if you do have any additional needs that we should be aware of.*