

Volunteers – Administrators

Role Description

The Sandstone Ridge Trust is looking for volunteers to carry out a range of administrative tasks to ensure the organisation and smooth running of the Trust and help develop its ambitious plans for the Sandstone Ridge. If you have an interest in office administration and a passion for the environment and heritage this could be the role for you. These are exciting times for you to get involved with the Trust – following on from the successful conclusion of *Ridge: Rocks and Springs*, we are midway through another Heritage Lottery funded project in which we are exploring ways to secure the long-term future of the area.

We are looking for volunteers to help with one or more of the following activities

- Review and verify Member and Volunteer databases to ensure the lists are up to date and correct
- Ensure Members and Volunteers and other relevant organisations/individuals are provided with the required communications including e-newsletters, ad hoc information, AGM invites/agenda, news-shots, meeting/engagement session invites etc.
- Maintain and update the Register of Sandstone Ridge stakeholders
- Monitor the Trust's emails and respond to requests for information and questions
- Support meetings of the Trustees of the Sandstone Ridge Trust, including note taking
- Organise and maintain the Trust's paper and digital filing systems
- Provide administration support to any various SRT initiatives as requested, e.g. grants, HLF Transition Project, Sandstone Ridge Farmers Network etc

What attributes/skills do you need?

- IT literate and proficient in Microsoft packages
- Access to a computer, email and telephone
- Record management including data entry

How much time do you need to commit?

- The role is flexible and you can give as much or as little time as you want to, but we suggest half a day or a day per week
- We would prefer a minimum commitment of 3 months to the role.

What support will you be given?

- Appropriate support and supervision in your role, including any training required
- You will be responsible to a member of the Trustee Board or Transition Project Officer
- Trustees and the HLF Transition Project Officer will be available to give you support, advice and guidance

What benefits can you expect?

- Opportunities to meet new people in your community and working as part of a small team
- Learn new skills and enhance your CV
- You can claim previously agreed out of pocket expenses
- The opportunity to make a difference to the conservation and enhancement of the Sandstone Ridge and people's enjoyment of it

For a chat and to apply for this role please contact info@sandstoneridge.org.uk

For more information about the Sandstone Ridge and the Trust visit: www.sandstoneridge.org.uk