

Volunteer Assistant Co-ordinator

Role description

Cornwall Wildlife Trust are looking for a volunteer assistant co-ordinator to help with their annual Open Gardens Programme and general administration duties within the Fundraising and Communications team.

You will play an essential role helping the Open Garden Co-ordinator to open around 10 private gardens each year across Cornwall between April and September and supporting the wider team raising vital funds for the Trust.

Person specification

Essential

Enthusiastic, positive, and professional manner.

Excellent verbal and written communication skills, with the ability to engage and forge strong working relationships with other volunteers on the programme.

Highly organised with a keen attention to detail.

Working knowledge of Microsoft Office programmes.

Ability to work independently or as part of a team.

Access to a vehicle, a clean driving license

Desirable

Previous administration experience would be an advantage.

An interest in wildlife, gardening, and the environment.

Time commitment

This role requires, on average, an estimated one day per week throughout the year.

If this appeals to you and you would like further information please email

alison.horrocks@cornwallwildlifetrust.org.uk or for an informal chat please call 07825 070612 (I can be contacted on Monday mornings 8am to 12pm or Tuesday to Thursday 8am to 4pm).

