

Admin Volunteer - Role Description



1. About us:

Woodlands Farm, located within the Royal Borough of Greenwich, is the largest city farm in the UK. Run as a traditional working farm with conservation and education as its core values, it is an oasis of countryside in London.

We manage the land by grazing cattle and sheep in our wildflower and grass meadows and don't use any fertilizers or herbicides on the farm. The variety of habitats, animals, regular events and education activities run all year round offer lots of opportunity to learn and explore for visitors of all ages.

As a charity we are run predominantly by dedicated volunteers who, based on their skills and interests, support various projects from land management, animal care and handling, to education and conservation.

2. What we are looking for:

The administration is a crucial aspect of the farm. We are looking for volunteers who can help us to promote our work and products, maintain a strong communication and constant interaction with local communities.

As an admin volunteer you will help us to encourage people to visit us and participate in our activities and learn more about nature and the farm. You'll be the first person people will interact with by phone or email and you'll provide administrative support for the various events/activities the Woodlands Farm Trust team will put in place during the year.

If you're a sociable and friendly person, communicative with good computer skills, then we would love to have you in our team.

3. What you will be doing as an Admin Volunteer:

- Make and receive phone calls; take and pass on messages to staff members as necessary
- Manage enquiries and correspondence (e-mail, letters, delivered parcels etc.)
- Manage the admin inbox – replying to the emails or forward them to the appropriate member of staff / handling incoming and outgoing mail
- Create promotional materials (posters, emails, newsletters, fliers, press release etc.) under the volunteer manager's supervision
- Advertise our events on various websites, social media and local newspapers
- Update the website using a content management system (no specific website skills needed)
- Update volunteer and education databases
- Photocopying, printing, laminating, filing, typing and general office duties
- Help with the development of the education materials
- Assist colleagues whenever necessary
- Keep the office tidy and supplied

4. What skills you need

- Excellent and effective communication skills both in person, on the phone and in emails
- Competent computer skills – good Microsoft Office skills (Outlook, Word, Excel, PowerPoint, Publisher)
- Ability to work well with others as well as on your own
- Be able to work within the policies and procedures of the Woodlands Farm Trust following all recommended Health and Safety procedures
- Be happy to do an office job and to undertake some repetitive tasks
- Initiative and creativity
- Attention to detail, methodical
- Good understanding of the General Data Protection Regulation and the capacity to implement it

5. What's in it for you:

You're going to work in a great team of volunteers and meet new people. Getting involved in daily tasks will help you to improve your skills, to gain more and boost your CV.

A full induction will be provided for you in your first few days. Your volunteer manager will be there to help you and provide you with adequate training to help you fulfil your tasks and objectives.

6. How you can apply:

Are you interested in becoming an Admin Volunteer? Send us an email to admin@thewoodlandsfarmtrust.org and let us know about your experience in the field, your motivation and your availability along with a CV. We'll get in touch with you within a week.

7. Extra information about the position:

- **Location of role:** Woodlands Farm, 331 Shooters Hill, Welling, Kent, DA16 3RP
- **Reports to:** Volunteer Manager
- **Duration of Role:** We are looking for long term volunteers but if you have a shorter amount of time and you would like to join us, let us know and we'll be happy to offer some flexibility for the role.
- **Availability:** Weekdays
- **Age Requirement:** Over 18 years

For more information contact Hannah or Jon at 02083198900 or email at admin@thewoodlandsfarmtrust.org