



Thank you for your interest in volunteering with us. We know people have limited time, so we are grateful. Each of us believe in looking out for each other and not taking on too much. We like structure as well as creativity. We think celebrating achievements and having fun is important. Please get in touch if you want to talk about this role.

Admin Micro Volunteer Role Description

What does this involve:

- Help us keep up to date with our email inbox
- Maintain and update our community groups contacts list

Skills or attributes you will need:

Enthusiasm
Organised
Friendly
Able to use email and basic IT skills

What you might gain:

Greater knowledge about your local community and the local environment
Feel like you're helping to address climate change
Opportunities to join free Voluntary Sector training if you want to learn new things
Experience and skills that you can detail on application forms or CVs

Who will supervise me / who do I go to if I have a problem:

We have a Core Group member who is responsible for emails and organising our newsletter and meetings. You will be volunteering with this trustee.

Time commitment:

1 hour a week or fortnightly would be great. Any more is a bonus for us.

Location:

We work from home and meet up occasionally at local cafes. Every Thursday afternoon we have a drop-in at the SideShore Community Hub which is optional.

Volunteer expenses:

We currently do not have a budget for this although we are seeking funding to cover travel expenses. We are committed to reducing barriers to volunteering. If you would like help with travel please let us know.

What happens next:

Let us know how you would prefer to communicate about this. We can have a conversation about the role and you can ask us some questions about the role and the charity. This isn't formal, it's just a way to make sure the role will work for both yourself and us too.