

Volunteer Role Outline

Volunteer task/ title:	WSBRC Data Entry Volunteer
Based at:	Devizes, Wiltshire
Department:	WSBRC based at Wiltshire Wildlife Trust
Supervisor:	Purgle Linham

Description of activities:

- Assist WSBRC staff with capture, validation, verification and processing of species data received from a variety of sources
- Help with other areas of our work as required

Time commitment:

We are looking for someone to provide regular on-going long-term support. Flexible days to suit candidate, but a minimum of one day per week for a minimum of three months.

Description of skills required:

- Knowledge of wildlife, biological recording and taxonomy, or interest in gaining this knowledge
- Accuracy and attention to detail when working with biological data
- Computer literacy – particularly use of MS Excel
- Ability to work as part of a team
- Desire to work in busy office environment

Benefits to volunteer:

- Opportunity to further develop own wildlife and nature conservation knowledge
- Training on data management techniques
- Receive training on use of biological recording software and Geographical Information Systems (MapInfo)
- Development of office and communication skills
- Experience and contacts in the environment sector for career development
- Out of pocket expenses paid (including travel expenses where agreed)

Application Procedure:

Please send a covering letter outlining your interest and suitability for the role and what time commitment you can offer, along with a current CV to Purgle Linham, WSBRC Manager via brc@wiltshirewildlife.org or to the Trust Head Office.