



Expand your mind, connect with Nature

## VOLUNTEER ROLE DESCRIPTION

<b>Job Title</b>	<b>Admin Volunteer</b>
<b>Purpose</b>	Volunteer will answer and assist Nature Vibezzz staff in preparing, permitting and reporting the charity's community projects.
<b>Responsible to</b>	Douglas Saucedo Anez or John Cannell

### **Tasks/ Responsibilities:**

- Help with admin tasks of Nature Vibezzz organisation & community projects.
- Filing activity attendance sheets, updating mailing list, research.
- Social media PR (Twitter, Facebook, etc), distributing promotional material in the local and wider communities.
- General help with archiving, composing letters / communication in behalf of the Charity.

The role may include some management responsibilities.

### **Requirements:**

The volunteer will be put through a DBS check as they will be working managing vulnerable adults and children's data.

Volunteer will complete appropriate volunteer temporary contract to be under Nature Vibezzz insurance.

### **Benefits:**

The volunteer will have the opportunity to take part in free training provided either by Nature Vibezzz or by other organisations.

The volunteer will have the opportunity to take part in Nature Vibezzz project events.

The volunteer will receive travel expenses while volunteering on Nature Vibezzz projects when funding is available.

Volunteer might be provided with software and sometimes hardware to carry on administrative duties.

### ***Nature Vibezzz***

Registered as a company limited by guarantee in England and Wales with number 9630457

Registered office address: Ground Floor, 2, Woodberry Grove, London, N12 0DR, United Kingdom.

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