

Bat Conservation Trust



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Email: enquiries@bats.org.uk Web: www.bats.org.uk Registered charity no: 1012361 VAT reg. no. 877158773

Office Volunteer

Job Description

Background

The Bat Conservation Trust's vision is a world where bats and people live in harmony. Bats are unique in their lifestyle as nocturnal, echolocating, flying mammals and in their relationship with people, frequently sharing their homes and inspiring strong passions, from great enthusiasm to misunderstanding and fear.

A third of the UK's mammal species are bats, however populations of all 17 of our native species have declined dramatically since 1900. Development, modern agriculture, pesticides and public misconceptions have all contributed to their decline. Two UK species are vulnerable, three near threatened and seven are UK Biodiversity Strategy priorities.

Some examples of the BCT's work include:

- Supporting a network of 95 local bat groups across the UK, providing the public with advice about bats, including free visits to their homes.
- Running the National Bat Helpline, to provide information and advice about bats and overcome some of the myths and misunderstandings people have about them. The majority of people are happy to have bats in their homes after reassurance from our helpline team and local volunteers
- BCT established the National Bat Monitoring Programme, in 1997, to provide robust population trend data for 10 UK bat species. The programme provides a red alert for population declines and is a world leader – our methods are now being used across the world
- BCT has just published Good Practice Guidelines for Bats and Woodland Management with the Forestry Commission as part of a suite of guidelines to provide standards for working with bats in the UK

Office Volunteer role

The main aim for the volunteer is to provide office staff with general administration support. During the busy summer month's staff struggle to find the time to keep up to date with administrative duties. The volunteer will gain office experience working for a small but growing, busy charity. They will also find out about BCT as an organisation and will have the resources to find out about bats and their conservation.

This would suit a student in their summer holidays wanting to gain office experience or gain knowledge of how a conservation charity is run. It would also suit someone who has free time or who works shifts and can volunteer in office hours on their days off. BCT is flexible but will need a level of commitment, whether it is 2-3 week block placement or 1-2 days a week.

BCT would like to meet anyone interested in volunteering to explain the role in more depth and introduce them to the team. If you are interested please complete an application form and send to Michelle Beckett mbeckett@bats.org.uk . If you have any questions please contact Michelle via email or 0207 501 3623

Roles and Responsibilities

Helping out several departments within the organisation, tasks will include:

- photocopying,
- putting course packs and packs for bat groups together,
- data input,
- course bookings,
- mail outs,
- sending out leaflet requests,
- general correspondence,
- post,
- office tidying,
- general office errands,
- setting tea & coffee up for meetings,
- filing.

Person Specification

Quality	Essential	Desirable
Experience	Good attention to detail	Experience of Mail Merge Efficient filing skills Ability to work in a small team in a busy office
Personal Qualities	Flexible Helpful and friendly manner	