Cumbria Biodiversity Data Centre

Tullie House Museum and Art Gallery, Castle Street, Carlisle, CA3 8TP

Telephone: 01228 618732   Web: www.cbdc.org.uk

Volunteer Role Description

Role:	**Administration Assistant for Cumbria Biodiversity Data Centre (CBDC)**
Purpose:	To assist the team with general CBDC administration.
Activity:	Hosted within the Museum CBDC is a small team of 3 staff and volunteers that supports wildlife recorders in Cumbria, collates and analyses data to provide information about Cumbria's wildlife to a wide range of users, including commercial clients. CBDC requires admin help with:

- Reception duties for Herbert Atkinson House
- Responding to enquires from the public
- Inputting wildlife data and mapping data
- Maintaining the filing systems including, photographs, reference books
- Finance administration.

Benefits for you:	We are looking for someone with previous experience. However, in this role you will be part of a small supportive team willing to help update your IT and office skills and boost your confidence if you have not worked for a while.
Skills and Qualities:	We're looking for someone who can show:

- Experience of working in an office and office systems
- Experience of using Word and Excel
- Understands the need for accuracy and attention to detail
- Interested in wildlife and natural history

Training:	You will receive an induction from the Volunteer Co-ordinator and training by your supervisor sufficient to carry out the task required.
Commitment:	CBDC is looking for a day a week or 2 half days
Other:	We are unable to pay any expenses and you will need to arrange your own transport to the museum. You must be willing to read and adhere to the volunteer agreement and any policies that govern you role within the museum which the volunteer and Tullie House will base their relationship on.
More information:	Contact Deb Muscat on 01228 618732 or email manager@cbdc.org.uk