

# Cumbria Biodiversity Data Centre

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

Telephone: 01228 618732 Web: [www.cbdc.org.uk](http://www.cbdc.org.uk)



## Volunteer Role Description

**Role:** Recording Assistant for Cumbria Biodiversity Data Centre (CBDC)

**Purpose:** To assist the CBDC Recording Officer to upload wildlife records to the CBDC database.

**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 help with:

- Collating and digitising and formatting wildlife records received from the public and local recorders
- Inputting historical wildlife records

**Benefits for you:** We are looking for someone with some experience. However, in this role you will be part of a small supportive team who will be able to provide training required to fulfil the role.

**Skills and Qualities:** We're looking for someone who can show:

- Experience of working in an office
- Experience of using Word, Excel and databases
- Understanding the importance of accuracy
- 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. Colat

**Commitment:** CBDC is looking for 1 day per 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 your role within the museum which the volunteer and Tullie House will base their relationship on.

**More information:** Contact Gary Hedges on 01228 618732 or email [recordingofficer@cbdc.org.uk](mailto:recordingofficer@cbdc.org.uk)