

**VOLUNTEER OPPORTUNITY: Data Entry Volunteer – Reserve data**

We’re WWT, the charity for wetlands and wildlife. We’re on a mission to restore wetlands because they are a wondrous solution to our world's problems. Together we will unlock their power – and help nature burst back to life. Because when wetlands flourish, all life will flourish.

We… lead the way, bring life and inspire connection

Our main values enrich our community….

By restoring our wonderful wetlands we gain deeper connections

By inspiring future volunteers we will inspire others to value, act and benefit from wetlands

To Thrive! We believe our volunteers will thrive in making WWT a more sustainable and inclusive organisation.

Accuracy in data recording is crucial in all nature reserves and this role offers the opportunity to assist in the recording of such data for use both on site and for disseminating to wider organisations to provide much needed info on the national status of species in order to provide co-ordinated species support.

Training on records systems in use will be given.

Wetlands for the win! Looking for valuable work experience to gain relevant skills or wanting to spend more time outdoors? Or both?

Look no further! Securing a volunteering position with us plays a crucial role in saving wetlands for wildlife and people as well as:

* This is an excellent opportunity to work within an internationally important wetland site within our reserve management plan
* Suitable uniform is provided to all regular volunteers
* Discount is available in the cafe and shop on the days of volunteering
* Training opportunities will be provided. Be provided with a WWT uniform
* Receive induction and training

**This role involves:**

* Updating the iRecord and BTO database with Welney’ s biodiversity data
* Transferring hard or electronic copies of biodiversity surveys to electronic versions for dissemination to WWT and related organisations

**This role will suit you if:**

* You have previous experience of records management and data base inputting
* You have an interest in supporting conservation projects
* You are able to work both independently and as part of a team
* You are able to communicate effectively both verbally and in writing and seek to be part of a positive team
* You are able to travel to WWT Welney as the volunteer position is based on-site

**Practicalities**

**Where will you be based?** Welney

**Who will you volunteer with?** Reserve Warden and Assistant Warden

**Time commitment?** One day per week, Sunday to Thursday with a commitment to a minimum of a 6 month period in order to get the most benefit from your volunteering experience.

We will mutually agree the hours that you can contribute and it would be helpful if you could try to give us as much notice as possible on the occasions when you are not able to contribute those hours

You must be able to get to our centre by your own means. We regret that we are not in a position to reimburse expenses incurred for travel to the site.

This position is entirely voluntary and is therefore unpaid. Any offer of a volunteer placement is not intended to create a legally binding contract between us and any agreement may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

#We want your volunteering to be a positive and fun experience. You’ll get a warm welcome, including information on training, equipment and other information you need. This will include risk assessments based on your role and any particular support you need.

Volunteers receiveaccess to our sites, and discounts in our shops and cafes. Some roles include a uniform or require the use of equipment or protective clothing.

We will keep you up to date with what’s happening across WWT and the difference you will be helping to make happen.

**Interested?**

We celebrate inclusivity and diversity amongst our volunteering community and encourage applicants to state any disabilities they have for provided support.

Full details of this and other roles can be found at [www.wwt.org.uk/volunteer](http://www.wwt.org.uk/volunteer).

Please state any disabilities in your application form, or contact us at [volunteer@wwt.org.uk](mailto:volunteer@wwt.org.uk) to state what support you need either in locating the information or filling out the application process so we can cater for your additional needs.