

Volunteer Role Profile

Organisation:	<i>Heart of Teesdale</i>
Role title:	<i>Volunteer Office Assistant</i>
Reports to:	<i>Honia Devlin, Volunteering Officer; Culture and Heritage</i>
Working hours:	<i>4 hours, twice a month</i>
Timescale:	<i>3 months or longer</i>
Location:	<i>Teesdale House, Barnard Castle, DL12 8EL</i>
Salary:	<i>Unpaid</i>
Expenses:	<i>Out of pocket, travel only when approved beforehand</i>
Recruitment method:	<i>Informal chat</i>

Background information

The Heart of Teesdale Landscape Partnership is dedicated to conserving the natural and historic landscape for the people of Teesdale, visitors and for future generations; it relies on the support and commitment of volunteers and local communities.

Role summary

To support Project Officer with the following duties:

- General project administration
- Creating and updating project databases
- Creating resources to assist with projects

Key tasks

- To meet with key staff and gain an understanding of their roles and the Heart of Teesdale
- To carry out administration duties (e.g. filing, printing, creation of resources such as posters) as advised by Project Officer
- To create and update project database systems supported by Project Officer
- To assist with planning / running events as advised by Project Officer

Skills required

- Good IT skills
- Good oral and written communication skills
- Good organisational skills

Training and information provided

- Volunteer Induction checklist
- Basic Health and Safety including emergency procedures

- Background information to working at the Council premises and as a part of the HoT team
- Use of equipment including printers, PC etc.

Additional responsibilities

- Comply with the Heart of Teesdale's Health and Safety Policy in all activities.
- Comply with the Heart of Teesdale's Equal Opportunities Policy and Procedure in all activities.
- Maintain a proactive approach in dealing with the public, other volunteers and partner organisations, representing a positive image of the Heart of Teesdale
- Undertake any training and development deemed necessary for the pursuance of the role.
- Any other duties commensurate with the level of the role.

These are responsibilities which we expect all of our volunteers to undertake.

Contact details

If you are interested or would like to find out more please contact:

Honia Devlin, Volunteering Culture and Heritage

03000 260 830 or honia.devlin@durham.gov.uk