



FOREST OF BOWLAND

Area of Outstanding Natural Beauty

September 2016

Office Volunteer

The Forest of Bowland AONB

The Forest of Bowland Area of Outstanding Natural Beauty is looking for a helpful office volunteer.

Could it be you?

Background

The Forest of Bowland Area of Outstanding Natural Beauty (AONB) was designated in 1964 with a primary purpose to conserve and enhance 800 square kilometres of important upland landscape within Lancashire and North Yorkshire. An Area of Outstanding Natural Beauty (AONB) is designated and protected under the 1949 National Parks and Access to the Countryside Act, with protection further enhanced by the Countryside and Rights of Way Act 2000.

The AONB is managed by a partnership of landowners, farmers, voluntary organisations, wildlife and recreation groups, local councils and government agencies. Representatives from these groups sit on the Forest of Bowland AONB Joint Advisory Committee (JAC). The JAC is supported by a number of themed working groups that assist in the delivery of the AONB Management Plan.

Office Volunteer – job description

The offices of the AONB Unit (a small team of 5 members of staff) is based in Dunsop Bridge at the old Root Hill Estate Yard.

There is currently no public transport in the area, so you would need to be able to get to the office for either a day a week, or two half days each week.

The small team primarily needs help with administrative duties. However, there would be the opportunity to work on other projects should you have skills and interest in these areas.

The role would initially be offered for a period of six months.

Outline duties:

- Answering and redirecting phone calls
- Taking minutes of meetings with partner organisations, typing these up and circulating them by email
- Managing contact lists and data bases for meetings, information sharing etc.
- Taking phone bookings for events and circulating event details to participants by phone or email
- Inputting of data and some data analysis (e.g. of sales, attendances, website data etc.)
- Helping prepare materials and information etc. for events and training
- Promotion and supply of publications/calendars for sale via partners and local shops
- Preparing and posting out publications/calendars ordered on line
- Producing promotional posters for events and circulating to key contacts
- Stationery and office supply orders
- Contributing to our Facebook, Twitter and web presence

Person Specification

We are looking for a competent and friendly individual to spend the equivalent of a day a week (7 hours) with us at Dunsop Bridge.

The volunteer should have some office-based experience and the enthusiasm and motivation to work with a small team of busy individuals.

Travel and out-of-pocket expenses will be reimbursed on a monthly basis

Experience

- Working in a small office environment
- Use of computer and simple word processing and spreadsheet programmes, plus use of email tools
- Marketing and promotion

Skills

- Use of web based research and simple web tools
- Ability to multi task and to use own initiative as required

Knowledge

- Interest in, and understanding of, the natural environment, heritage and the outdoors