



Staffordshire Wildlife Trust

Job Title: Venue Booking Assistant Volunteer

Responsible to: Senior Membership Development Officer

Availability: We would like someone who can commit to volunteering one day a week Mon-Fri.

Purpose: To support the Senior Membership Development Officer with booking venues and events for our Membership Recruiters to attend.

Main tasks:

Necessity

- Research new venues for membership recruitment
- Contact potential venues via phone and email
- Make bookings with new and existing venues for Membership Recruiters
- Assist in maintaining the relationship with new and existing venues

Possible:

- Liaise with Membership Recruiters regarding bookings
- Assist in managing Membership Recruiter diaries
- Assist in creating new system for organising membership recruiter bookings

The position will be based at our office headquarters at The Wolseley Centre. Millage costs can be covered by the Trust. To apply for this role please send in a copy of your C.V. along with a cover letter to Kerry @ k.godson@staffs-wildlife.org.uk or in the post to Kerry Godson-Wood, The Wolseley Centre, Wolseley Bridge, Stafford, ST17 0WT.



Staffordshire Wildlife Trust

Person Specification

E= Essential **D**= Desirable

Qualifications

- **D** - G.C.S.E English

Experience

- **E** - Use of Microsoft Office suite
- **D** - Phone use in an office environment
- **D** - Experience in telemarketing
- **D** - Experience in a customer relations role

Knowledge

- **D** - Understanding of the importance of membership

Skills

- **E** - Confident and professional phone manner
- **E** - Good written and verbal communication skills
- **E** - Good organisational skills
- **E** - Be enthusiastic about Staffordshire Wildlife Trust and its work for wildlife
- **E** - Demonstrate a mature and professional approach to work
- **E** - Be flexible and able to work in a changing office environment