



Volunteer Role Description

Role title
Volunteer Information and retail assistant – Ranworth Information Centre (Malthouse Staithe)
Purpose of your role
To support the centre coordinator in setting up and staffing a new visitor centre in the Bure Valley Living Landscape.
Type of work you will be involved with
<p>Providing an enthusiastic and warm welcome to all visitors. Providing information about the local area and its wildlife Suggesting new ideas to attract visitors to the area. Provide a positive image of Norfolk Wildlife Trust and information about Living Landscapes To help coordinate the ferry service between the new centre and existing one at Ranworth Planning and promoting wildlife boat trips Stock checking, pricing and merchandising Dealing with sales transactions including till operation Ensuring the Visitor Centre is clean and welcoming at all times Other duties as instructed by the Centre Coordinator</p>
Skills and abilities you will be using in your role
<p>Excellent communication and people skills Love/knowledge of wildlife and wild places Cash handling Numerate and able to use cash register (training will be provided) Reliable time keeper</p>
You will be based at
Malthouse Staithe, Ranworth
Times/days we would like you to be available
Flexible (full time or part time)
Benefits to you
<p>Working in a fabulous location close to wildlife and nature Opportunity to shape a new centre and see your ideas in action Opportunity to attend workshops about wildlife offered by NWT Opportunity to enhance /share knowledge about and passion for local wildlife Develop retail, customer service and communication skills Become a valued member of a professional team Reimbursed travel expenses</p>
Your supervisor
Centre Coordinator
Notes/special requirements
First aid qualification preferred but training can be offered