



Office Admin Support Volunteer Profile

This role is based at the Manx BirdLife Offices in Laxey.

We are a small but dedicated team looking for some admin support to help us keep doing what we do.

There is a wide range of tasks you can get involved in across all of our work, whether it is helping our Education Manager or keeping data from the Manx BirdLife Point of Ayre National Reserve up to date. What you do is up to you based on your skills and experience.

This role is flexible, and we understand that your time is valuable so there is no minimum commitment but ideally, we would like your help for a morning or afternoon once a week.

You don't need to be an expert birdwatcher for this role but some experience in the use of Microsoft Word, Outlook and Excel would be desirable. It would also be beneficial if you had a keen attention to detail, have good communication skills (written and oral) and be reliable and committed.

By opening up our work to more volunteers in this way, it means we can scale up what we can achieve and do more for nature so you will be making a genuine contribution to nature conservation on the Isle of Man.

We are a friendly and supportive team and will be happy to help you learn and develop through this role.

If you would like more information on this role or any other aspect of our work then email enquiries@manxbirdlife.im for more information.

If you are keen to give us your time but this role isn't for you then we're happy to talk to you about the different options we have to volunteer with Manx BirdLife. Call us on 01624 861130 or email enquiries@manxbirdLife.im for more information.

Manx BirdLife is the independent wildlife conservation charity based in the Isle of Man working to protect, restore and enhance the Island's wild bird populations and the habitats on which they depend.

Registered charity no. 711 Company no. 087312C