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## Role Description

## Role title: ecobirmingham volunteer – Research and Admin

### Location: Northfield Ecocentre, 53 Church Rd, Northfield, Birmingham B31 2LB and home-based

### Hours of Work: Dependent upon your availability but a minimum of 1 day per month

### Reports to: Project Coordinator

**Remuneration:** This is a voluntary role. You will be reimbursed for expenses including travel and training

## Core Duties: Office and home-based research tasks supervised by our Fundraising and Project Assistant and our Communications and Impact Coordinator, including the following.

* Update our One Planet Living sustainability advice sheets.
* Help map and engage existing community groups across the city.
* Help to produce our annual state of sustainability report for all 69 Birmingham council wards.
* Assisting with researching funders and donors.
* Other support to our administrative functions in the office across our project areas.

## Experience and Qualities needed:

* You will be someone who is organised and able to analyse information
* You are computer literate
* You can work as part of a team or manage your time on individual tasks
* You are passionate about gathering information and telling the story of what ecobirmingham is achieving
* You may have some background or interest in research or office administration

**Information**

Contact charlotte@ecobirmingham.com for enquiries about the role.

**Application**

Send a covering letter of no more than 2 sides, setting out why you are interested in the role, what you can offer and the contact details of two referees.

Send this to charlotte@ecobirmingham.com by September 30th 2022. We will organise interviews in early October, with the aim for successful candidates to join us by the end of October.

## Any special conditions

Any role that involves direct contact with the public will require a DBS record check.