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| Volunteer Role / Title |
| Saving Scotland’s Red Squirrels (SSRS) - Volunteer Coordinator of the Annandale Red Squirrel Group |
| **Location** |
| Annan valley, Dumfriesshire, within the group’s [remit area](https://scottishsquirrels.org.uk/network-directory/annandale-public/). |
| **How many volunteers are needed?** |
| One |
| **How many hours per day/per week are you needed?** |
| Flexible (1 day a week minimum) |
| On which days are you needed? |
| Any week day - Monday to Friday plus weekends. |
| **On what date do we want you to start?**  |
| ASAP |
| **End Date** (if applicable) |
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| **Minimum commitment we require from you (eg 1 day per week for 6 months). If any.** |
| Flexible (1 day a week minimum) |
| Objective(s) of your volunteer role |
| The main objectives are to organise the activities carried out by the Annandale Red Squirrel Group, coordinate its volunteers, raise awareness of the project and help inspire others to get involved. You will be primarily liaising with the group’s volunteers, SSRS staff and like-minded squirrel groups. |
| Tasks |
| * Being the main point of contact for the group’s members and SSRS staff.
* Coordinating activities run by the group’s volunteers such as squirrel surveys, grey squirrel control and public engagement.
* Supporting volunteers to run the activities efficiently and enjoyably.
* Raise awareness of local red squirrel conservation undertaken by the group through press, social media and, when possible, by attending events, delivering talks and guided walks.
* Answering public enquiries about the group and local conservation efforts via email and telephone.
* Data entry & record keeping.
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| Description of the personal attributes/skills/qualifications required |
| * Enthusiastic about protecting red squirrels.
* A people-person with good communication skills and a “can-do” attitude.
* Well-organised and able to follow data management protocol.
* Able to explain Project strategy and persuade others to get involved.
* Comfortable with Microsoft Excel & other common software.
* Adaptable to cover all varied aspects of the role.
* A good knowledge of the local area is desirable.
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| Support/training? |
| Full training and mentoring provided. |
| **Who is the contact person/line manager for enquiries?**  |
| Katie Berry, Administrator, Saving Scotland’s Red Squirrels – squirrels@scottishwildlifetrust.org.uk |
| **Closing date for applications** |
| None (we will recruit suitable candidates as they apply) |
| **When will interviews be held?** |
| No date set (we will recruit as suitable candidates apply) |
| Can SWT provide expenses e.g. for travel or branded clothing? |
| Travel expenses paid to cover fuel costs at a rate of 35p per mile. |
| Will you want references for volunteers before appointing or PVG disclosure? |
| No  |
| Other (Any age restriction, lifts available? Disabled access?) |
| Driving licence would be very useful. |