



## **VOLUNTEER ROLE DESCRIPTION**

### **Greeting Card Coordinator Volunteer**

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<b>LOCATION:</b>	Brooke House and across Suffolk
<b>TEAM:</b>	Fundraising and Partnerships
<b>VOLUNTEER MANAGER:</b>	Partnership Manager
<b>DBS REQUIRED:</b>	Not applicable

#### **ROLE PURPOSE**

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Suffolk Wildlife Trust is an inspiring and impactful organisation with a compelling vision for our county “[A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help](#)”.

In the decade to 2030, we are committed to scaling up our activities across the county, to bring nature back to Suffolk. Our aim is for 30% of our county to be connected and well looked after for nature by 2030, so that our species and habitats can recover and thrive – and for 1 in 4 people to be actively helping to achieve this.

The Greeting Card Coordinator volunteer will support the Partnership Manager with a range of varied tasks including:

- Connect with local artists on new card designs.
- Select suitable designs and prepare artist bios.
- Establish a growing network of outlets.
- Arrange new stock for the number of agreed outlets.
- Volunteer alongside the driving volunteers and brief them with delivery notes
- Pass sales numbers to our finance team.
- Be comfortable talking about Suffolk Wildlife Trust and have knowledge on where the nearest reserves are.
- Be ready to say a heartfelt thank you on our behalf.
- Pass on notes/messages to the Partnerships team.
- We’d love for you to join our twice-yearly Wildlife Champions catch ups.

#### **OUR CULTURE**

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[Our organisational culture matters to us and enables us to achieve more for wildlife.](#)

All Suffolk Wildlife Trust volunteers receive health and safety and safeguarding training, and any other training relevant to the role, to ensure our volunteers are volunteering in a safe environment and understand the relevant compliance needs.

We are driven by our shared values and passion for nature and support each other – staff and volunteers - to be the best we can to deliver for nature. We constantly strive to communicate and collaborate brilliantly, representing Suffolk Wildlife Trust in a friendly, professional and well-informed manner.

#### **WILD ABOUT INCLUSION**

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Suffolk Wildlife Trust is committed to an inclusive and diverse workplace where everyone is welcome. As a conservation charity, we recognise the importance of diversity in both nature and our workforce of staff and volunteers. We strive to ensure that everyone feels valued and empowered to contribute to our vision of “A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help”.