



GiGL

Greenspace Information for Greater London CIC
the capital's environmental records centre

Volunteer Role Profile

Volunteer Role: Species data entry	Responsible to: Community Team
Organisation: GiGL	Location: Home or GiGL office
Purpose/summary of role:	GiGL are responsible for over 6 million records in the species dataset, with more added every day. We use a bespoke database called Recorder 6 to hold the species records and this requires that records are inputted in a particular format. We are looking for a focussed, data minded person to help digitise large datasets of species records so that they can be uploaded onto Recorder 6.
Description of tasks:	Species records will be provided to the volunteer; these may be pdf's, handwritten lists, reports or other non-standard format. We will also provide a copy of the GiGL Data Entry Spreadsheet. Each species record from the non-standard format will need to be added to the excel spreadsheet, ensuring that all the relevant information is captured.
Time commitment: - How long is the volunteer placement? - Minimum attendance requirements per week.	Flexible
Training and support offered (if applicable): - Do you provide training? If so, what?	Training will be provided on the requirements for a good quality species record and on how to use the GiGL Data Entry Spreadsheet
Reimbursement of expenses (if applicable): Please list the things you will reimburse e.g. travel, food, mobile phone etc.	N/A
What are the benefits to the volunteer? e.g. CV enhancement, experience etc.	The volunteer will gain valuable experience of working with species data and gain an insight into the workings of a Local Environmental Record Centre (LERC). It is probable that the volunteer will be able to move into a different task within the Community Team and so gain an even greater understanding of the work that LERCs undertake on a daily basis.



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Application procedure: e.g. Application, interview, placement	Applications will be accepted, followed by a chat with the Volunteer coordinator



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QUALITIES REQUIRED	ESSENTIAL	DESIRABLE
Personal Attributes (e.g. Calm, responsible, caring etc.)	Attention to detail	
Skills (e.g. Communication, customer service)	Computer literate Ability to focus on detailed tasks	
Knowledge (Any specific knowledge they need)		An understanding of biological records
Experience (Any specific experience they need)	Working with Excel spreadsheets	
Qualifications or Training (Do they need qualifications/training to fulfil this role?)	N/A	

NOTE: This role description is not intended to be all-inclusive. Volunteer may perform other related duties as negotiated to meet the ongoing needs of the organisation.