



**GiGL**

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

## Volunteer Role Profile

<b>Volunteer Role:</b> Species dataset management	<b>Responsible to:</b> Community Team
<b>Organisation:</b> GiGL	<b>Location:</b> 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. These records are stored in a bespoke database called Recorder 6. We are currently working on improvements to the database and are looking for volunteers interested in species records, species recording and the work of a Local Environmental Record Centre (LERC). No prior knowledge of databases is required as all tasks are carried out within an excel spreadsheet, before Recorder 6 is then updated with any changes.
Description of tasks:	An extract of the dataset will be provided to the volunteer as an excel spreadsheet. The spreadsheet will contain a selection of species records held within the database, each of which require a specific action based on a set of criteria provided. An understanding of species records and/or wildlife recording will be an advantage.
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?	All training will be provided, along with comprehensive instructions on how to deal with each record type.
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 a greater understanding of the complexities of species recording and a valuable insight into the workings of a LERC.  It is probable that the volunteer will be able to move into a different volunteer task within the Community



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	Team and so gain an even greater understanding of the work that LERCs undertake on a daily basis.
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
<b>Personal Attributes</b> (e.g. Calm, responsible, caring etc.)	Attention to detail	
<b>Skills</b> (e.g. Communication, customer service)	Computer literate Ability to focus on detailed tasks	
<b>Knowledge</b> (Any specific knowledge they need)	An understanding of biological records	
<b>Experience</b> (Any specific experience they need)	Working with Excel spreadsheets	
<b>Qualifications or Training</b> (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.