



National Memorial Arboretum

Role Description: Grounds Data Entry

What is the National Memorial Arboretum?

The National Memorial Arboretum in Staffordshire is the UK's year-round Centre for Remembrance; it is a place which helps people to reflect and to be inspired, a place where they can celebrate lives lived and commemorate lives lost in service. Located in the heart of the country, in the National Forest, with approximately 25,000 maturing trees and over 400 memorials across a 150-acre site, the Arboretum is a beautiful and lasting tribute to those who have served, suffered, and sacrificed on behalf of the Nation.

Grounds Volunteer Role Overview

The Grounds Data Entry Volunteer undertakes to maintain the tree and dedications data on our collections database in support of the grounds maintenance and gardening team. Supply basic information and direction around the site to visitors and act as an ambassador for the Arboretum. We would be looking for someone who can give a regular weekly commitment of time, on a convenient day to suit all parties

Who will this role suit?

Individuals who:

- Have an interest in Horticulture and Arboriculture
- An active lifestyle but equally comfortable in an office environment
- Have experience of using a Database

Key Information

- We ask for a regular weekly time commitment (e.g. one day per week)
- Travel expenses between home and the Arboretum may be claimed at a rate of 45p per mile, up to a maximum of 60 miles per day). These will be paid by BACS monthly
- Must be over 16 years of age
- Volunteering agreement will begin upon receiving two satisfactory references



What is in it for you?

- Interesting and rewarding duties
- Meet new people and make new friends
- Training relevant to your role
- 50% off in the Restaurant on food cooked on site whilst on volunteering duty
- 20% in the retail shop whilst on duty
- Mileage expenses
- Long service awards
- Team events and socials
- Free car parking, when on or off duty
- Free uniform, including name badge, car parking pass and access card/ lanyard
- Weekly newsletter 'Newsleaf'
- Access to our volunteer system Better Impact to be completely in control of your own time

This role is purely voluntary, and this arrangement is not meant to be a legally binding or employment contract.