

## Office volunteers

All volunteers with TVERC are involved in different activities. These could depend on a variety of factors: the time you have available for volunteering, your skills and preferences, and the activities that TVERC needs to get done at that time. As far as possible, we encourage volunteers to do a variety of activities and we will try to make sure that you get the opportunity to learn the skills that are important to you.

This chart shows some examples of activities that our office-based volunteers may undertake.

Activity	Skills learnt	Comments
TVERC data log & data processes	Understanding of TVERC data management processes. Use of data log to keep everybody in the team informed of datasets being processed.	Nearly all our volunteers do some data management as part of their experience with TVERC. Understanding and working through the processes are an essential part of that.
Extracting ecological reports from local authority planning portals	Web-based interrogation of portals. Ability to recognise ecological data. Downloading reports and logging them.	A few of our volunteers do this as one of their activities. Each has been assigned to a particular local authority portal and interrogates it approximately monthly.
Extracting ecological data from consultants' reports	Ability to recognise ecological data. Basic data entry skills into Excel spreadsheets. Working accurately and carefully.	It is quite likely volunteers will do some of this activity whilst at TVERC.
Validating data from small datasets	Ability to understand grid references Understanding key components of a biological record. Manipulation of data in Excel spreadsheets. Use of Grid Reference Finder	Most of our volunteers will be involved in this activity, starting off with smaller, relatively straightforward datasets.
Validating data from larger datasets	Working with larger amounts of data. More advanced data manipulation methods in Excel. Mapping grid references/producing layers in GIS.	Volunteers who stay with us for a longer time, are likely to be assigned larger (possibly more complex) datasets to validate.
GIS and mapping (MapInfo)	Recognising and accurately identifying specific habitat types from aerial photography. Reference to other sources (e.g. consultant's reports, historical data, paper maps, etc.) if appropriate. Editing of GIS layers, including editing attributes, cutting and merging polygons.	Some volunteers may be asked to work more extensively with GIS. Examples of the activities they could do include preparing maps in GIS, identify and mapping habitats from aerial photography or evaluating whether woodland is classified as ancient from historic sources such as maps. Training is likely to be needed for these, so longer-term volunteers or those with relevant skills are most likely to take on these activities.
Entering and extracting data	Structure and use of Recorder 6.	Recorder 6 is a widely used package for storing biodiversity records. It is quite a complex database to

from Recorder 6	Use of recording cards in Recorder 6. Approaches for data entry/extraction.	use so requires comprehensive training and supervision. However, some volunteers may be asked to enter data, edit incorrect records or extract data from Recorder 6.
Specific projects		Longer-term volunteers often take on specific assignments that require a reasonable time period to work on them and have specific objectives. The activities will depend on what needs to be done and the volunteers' interests and skills.