



## Volunteer vacancies

### Property Manager

A Property Manager is needed to help the Centre Manager deal with maintaining the Visitor Centre. The role would primarily involve finding suitable contractors to sort out problems, getting competitive quotes and overseeing the work to be completed. It would be advantageous to have experience in understanding how buildings and equipment work.

### Book Keeper

A Book Keeper is needed to assist maintaining the computer records on Sage software. The job would involve inputting data from the takings at weekends, and from purchase and sales invoices. Just a few hours a month would make a real difference. A reasonable level of computer literacy is required.

### What we offer

- Free training
- Free social events
- Free access to the gardens throughout the season

For further information please contact Alison Selwood, Volunteer Co-ordinator  
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