

Admin Volunteer Role Description Template

Registered Charity (if applicable)

Position Title	Administrative Support Volunteer
Location	
Department	
Time Commitment	

Role Description	To assist the Administrative Office with administration tasks.
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Key Responsibilities	<ul style="list-style-type: none"> ➤ To provide administrative support to staff as required. Depending on need and the department, responsibilities may include general office duties. ➤ Data input, basic research work, filing ➤ Typing and sending out standard letters. ➤ Answering telephone and taking messages. ➤ Photocopying ➤ To some extent, the role can be shaped to fit the skills you feel you can offer.
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Skills, Qualities and Experience	<p>Skills</p> <ul style="list-style-type: none"> ➤ Good basic computer skills, with knowledge of Office. MS Word skills are particularly useful. ➤ If you are also confident with, and/or have experience of using, other Office functions such as Excel, or using databases these is also helpful. ➤ Good organisational skills, e.g. filing – hardcopy paper and/or digital/computer-based - ➤ Diary-keeping, time-management etc. ➤ A clear and confident telephone manner. ➤ A good standard of English, written and verbal. <p>Qualities</p> <ul style="list-style-type: none"> ➤ It helps to have a sense of humour, and to be flexible in your approach to work as this role can be quite varied. ➤ The ability to work with a range of people is helpful
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Benefits to you	<ul style="list-style-type: none"> ➤ Opportunity to gain experience of being a central part of a busy admin team ➤ Gain experience of various MS programmes and other databases ➤ Experience can be added to any CV to strengthen future job applications
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Training	List training available to volunteer and any required induction training
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Supervising Staff Member	
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Supervisor's Contact Details	
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Volunteer Co-ordinator Contact Details	
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Additional Comments
<p>Insert additional information about the role ie Does it require a DBS check? Are references needed? Must the volunteer complete any induction training before starting? Will they be asked to an informal interview?</p> <p>Other considerations may be: At times, you will handle personal and sensitive information, maintaining confidentiality is therefore essential. Hours for this role are flexible within certain limits but a regular commitment to agreed times is necessary.</p>

About [organisation]
Give information to sell your organisation here

Travel Information
Include information such as bus routes, nearest train station, parking



For more information and an application form, please contact [role/staff member]:

Organisation Names

Address

Telephone :

contact email

website

volunteer page on website direct address if using