

## Administration volunteer



### Purpose of the role

To provide administration support to KDC staff across the departments helping to ensure all administration activities are successfully completed within set timescales

### Typical tasks

- Dealing with telephone enquiries and taking messages / transferring / signposting customers as appropriate
- Carrying out general administrative tasks post in/post out, filing, scanning etc.
- Inputting information onto databases
- Taking and typing notes of meetings
- Putting together information packs
- Helping with the preparation of equipment and materials for internal meetings
- Volunteering at events
- Assisting with providing telephone advice and signposting to other agencies.

### Typical time commitment

We ask that volunteers commit to a minimum of 1 day per week for continuity purposes.

### Skills, values, abilities and commitment needed

The following skills and qualities would be an advantage:

- Friendly and approachable manner
- An enthusiastic team player
- Good communication skills
- A commitment to attend regularly on agreed days
- An ideas person
- IT skills
- Good understanding and command of spoken English

### Opportunities and benefits

- Access to training in health & safety, first aid, communications and more
- Opportunity to develop skills necessary for office work
- Opportunity to develop administrative and telephone skills
- Take part in events and fundraising activities
- Chance to engage with and support the community
- Opportunity to contribute to our valuable work.