



VOLUNTEER ROLE DESCRIPTION FOR Administration Volunteer

Department: Information, Signposting & Advice Service

Role Location: The Lifestyle Centre (16-18 Bridgeway Centre, NG2 2JD)/ Home Based

Role Support: You will be supported by a member of the Signposting Team

What is the purpose of this role?

Primarily to support the staff in the signposting team to keep our A-Z directory of services up to date.

What impact does this role have?

Providing administration assistance to keep our A-Z directory of services up to date ensures the continued effective and efficient running of our Signposting service

What activities might you be involved in?

Whilst we are predominantly looking for a volunteer to help update and keep updated our A -Z Directory which is a word document used to support staff at Age UK Notts.

You could also be tasked with:

- Photocopying and printing leaflets, fact sheets, forms, etc, as and when required
- Helping with large mail outs and preparing for events
- Any other tasks as and when required, as agreed between the Volunteer and Manager

What are we looking for?

Essential:

- A genuine interest in the wellbeing of older people
- Attention to detail
- Good standard of literacy
- Ability to follow instructions
- Understanding of the importance of confidentiality
- Willingness to seek advice and support where necessary
- Willingness to undertake training essential to the role

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- Able to use internet search engines and make enquiries by phone to gain up to date information
- To volunteer within the guidelines of Age UK Nott's Volunteering Policy

When would you be needed to volunteer?

The needs of the role and your availability will be discussed at interview, but we would like you to be available to provide 1-2 hours support each week. This support will initially be required in our base at The Meadows, but once trained, this task can be completed at home if you have the right equipment to allow you to do so.

What training will you be given?

You will be given all the training you need to enable you to carry out your role which will include a thorough departmental induction.

What can you gain from this opportunity?

- Ongoing support, ensuring your volunteering experience is a fulfilling and positive one
- Experience to add to your CV
- The opportunity to meet new people and make new friends
- Reimbursement of travel expenses as defined in Age UK Notts' volunteer policy

Additional Information

Please note a Basic DBS (Disclosure and Barring check) is required for this role which will be undertaken by the Charity at no cost to the volunteer, after being offered the role.