



VOLUNTEER ROLE DESCRIPTION FOR Men in Sheds Administration Volunteer

Department: Men in Sheds

Role Location: Worksop or Blidworth

Role Support: You will be supported the Men in Sheds Volunteers/Men in Sheds Co-ordinator

What is the purpose of this role?

To provide administration support for the Men in Sheds service

What impact does this role have?

Administration assistance to the Men in Sheds Team will ensure the continued effective and efficient running of this service

What activities might you be involved in?

1. Data entry onto the Charity's electronic database system
2. Typing standard letters
3. Shredding confidential documents
4. Photocopying and printing leaflets, fact sheets, forms, as and when required
5. Helping with large mail outs and preparing for events
6. Sharing Shed news on our Facebook page
7. Filing documents using relevant systems
8. Recording the shed income from subscriptions and sales
9. Answering phone calls and taking messages at shed.
10. Any other tasks as and when required, as agreed between the Men in Sheds Volunteers and Coordinator
11. Monitoring the Men in Sheds email account
12. Volunteering in line with the Charity's policies and procedures and adhering to the Volunteer Code of Conduct

What are we looking for?

- A genuine interest in the wellbeing of older people
- Good standard of literacy and numeracy
- An honest and reliable person with a friendly personality
- Ability to follow instructions
- Understanding of the importance of confidentiality
- IT & internet skills (further training can be provided)

When would you be needed to volunteer?

This role requires administration support for one day a week (days can be flexible).

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 to the Men in Sheds.

What can you gain from this opportunity?

- The chance to make a difference to an older person's life
- Ongoing support, ensuring your volunteering experience is a fulfilling and positive one
- A comprehensive training programme
- The opportunity to learn new skills
- Experience to add to your CV
- The opportunity to meet new people and make new friends
- Reimbursement of out-of-pocket expenses as defined in the Age UK Notts Volunteer Handbook

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.