



King's Trust

VOLUNTEERING ROLES: BE PART OF OUR TEAM

Role: Operational Support	Disclosure Check: Basic
Works directly with children / young people: No	
If yes, the age range of children / young people: N/A	

HOW YOU WILL HELP US:

You will be involved in doing vital behind the scenes work, essential to running our processes efficiently and effectively, across a range of our activities. This includes administering procedures and systems that underpin our programmes, our partner and supporter arrangements, our vital research activities, or our back-office operations. You will agree individually how best you can contribute to this role given your experience and aspirations.

WHAT YOU WILL BE DOING:

-  Understanding the circumstances of the young people involved in our programmes and how this role supports their success.
-  Undertaking regular and ad-hoc administrative tasks to meet the needs of specific King's Trust processes.
-  Carrying out activities and procedures to agreed priorities and standards using King's Trust technology systems.
-  Providing great customer service to colleagues and other volunteers you work with.
-  Offering your ideas to help us learn and improve our processes and activities.
-  Sharing relevant learning, materials and useful resources that may benefit young people and our work.
-  If desired, contributing to other areas of The Trust's work and community as opportunities arise.
-  Responsible for actively contributing to an equitable, diverse and inclusive environment.

KNOWLEDGE AND SKILLS THAT ARE IMPORTANT TO THIS ROLE:

[Depending on local circumstances, relevant experience may be needed, or this can be developed in the role]

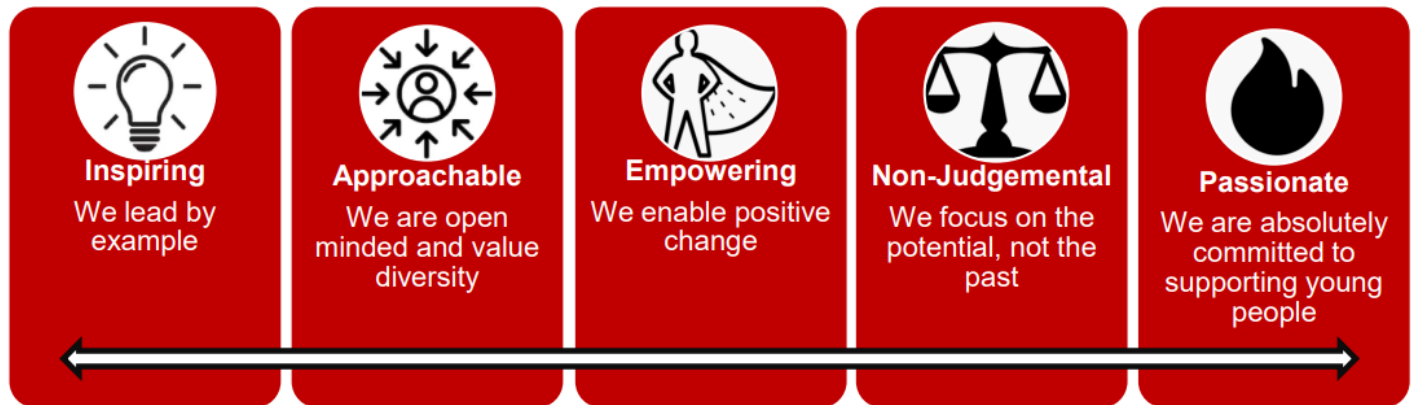
-  Administrative skills, attention to detail, organisational skills.
-  IT skills
-  Customer service skills

VOLUNTEERING ROLES: BE PART OF OUR TEAM



THE KING'S TRUST'S VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The King's Trust, we're committed to equality, diversity, and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity, and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ Network). For more information, [click here](#).