

Volunteer Role Profile

Role Title:	Central Admin Volunteer
Responsible to:	Director of Operations
Role Purpose:	Support the Director of Operations with PA duties and to be available for ad-hoc administration and related tasks by Central Admin and the Operational Teams.
Hours:	Ideally 2 full or half days per week
Key Tasks:	<ul style="list-style-type: none"> • Diary management • Email responses • Note taking • Room bookings • Meeting preparation • Miscellaneous admin tasks
Skills and Qualities Required:	<ul style="list-style-type: none"> • Friendly and approachable • IT skills: Good working knowledge of Word and Excel • Good organisational skills • Flexibility with taking on tasks in different teams as needed
<p>We ask you</p> <ul style="list-style-type: none"> • To give reasonable notice when possible if you are not able to come in • To read and sign the joining documents • To read the Volunteer guidelines (currently being updated) and follow all procedures given within it • To work within the required Health and Safety Guidelines • To attend relevant training and team meetings where required • To advise your manager of any difficulties concerning your volunteering 	
<p>It is essential that all volunteers are in sympathy with and are able to reflect the aims of the Trust as detailed on the Application Form.</p>	
<p>This role profile is not intended to create any contractual relationship and the arrangement may be ended at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.</p>	