

Role Description

Title: Volunteering Administration Assistant

Location: Brixton Centre

Purpose:

The purpose of the volunteering is to gain work experience as well as determine if this is the career path that the person would like to undertake.

Tasks:

- You will work in the admin department, providing an effective administration service, supporting with clerical duties as required.
- Answering any telephone calls where necessary and ensuring messages are communicated to the relevant person. Calls should be answered as soon as possible – within 3 rings. Retrieve any voicemail messages and pass to the relevant person.
- Respond timely and on real-time to online enquiries
- Organise and maintain a comprehensive and confidential electronic and paper-based filing system.
- Support the team with an efficient data entry support service ensuring data is entered accurately, efficiently and in a timely fashion.
- Ensure notice boards and all information resources are kept up to date.
- Ensure that confidentiality is maintained at all times (both in and out of working hours). Any filing/shredding of a personal nature should be dealt with as soon as possible.
- Ensure clean and tidy environments are maintained.
- Any other duties appropriate to the grade of the post that may be reasonably required by the appropriate manager.
- To comply with all organisation standards and expectations, including organisation learner procedures and practices and safeguarding policy and practices.
- To undertake any other duties as may reasonably be required commensurate with the post.

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Time Commitment:

10.00am -3.00pm 5 hrs a day/at least 2 days a week.

Support and Supervision:

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Skills/Experience Required:

Good organisation skills, good communication, punctuality and timekeeping.

Selection Procedure:

Application form and interview

Training:

General admin training will be provided i.e., How to use the photocopying and Scanning facility.

How to operate the telecommunication (telephone) equipment

The Filing system and methods

Understanding relevant paperwork

Benefits to the Volunteer:

Up to £5 per day reimbursement for lunch and up to £5 per day reimbursement for the travel.

Contact:

HR@micomputsolutions.co.uk