

Office Volunteer

Action for Pulmonary Fibrosis is an equal opportunities employer and welcomes applications from all candidates irrespective of race, age, gender, sex, gender identity, sexual orientation, religion or belief, or marital or civil partnership status.

Why do we need you?

At APF we understand how important good administration is. You will be helping to ensure the smooth running of our work so that we make the best use of donations received, more PF patients and carers have good support, and we can fund more research into treatments and a cure.

This role will involve working with the current Charity administrators to assist them in offering administrative support to the whole team.

Your gift of time can be planned to suit you and the needs of the Charity. This role can be flexible and work around your existing commitments. You don't need to give a lot of time to make a big difference.

Reports to: Charity Administrators

Main Duties are:

Depending on the needs of Charity and your interests, you may be involved in the following:

- Answering office calls
- Provide Support Line phone cover when needed
- Collecting/sending post
- Helping teams with tasks (i.e., data input, mailing lists, stationery requirements)
- Stationery checks and ordering
- Assist with donations and donation platforms
- Scanning any letters that come in for the team
- Scheduling Thursday training sessions

Person Specification

In your application for the role, please provide details of your experience against the selection criteria set out in part one below.

- Good administrative and organisation skills
- The ability to maintain a high level of accuracy in all aspects of your work
- Good working knowledge of Microsoft Office
- Experience of databases would be an advantage
- Ability to work well as part of a team and under own initiative
- Willingness to learn
- Experience of being a first point of contact via phone and email
- Available 2-5 hours per week with flexibility

What will you gain from this opportunity?

Volunteering brings a wealth of benefits, both personal and professional. The chance to use and develop your skills and experience, particularly in the areas of teamwork, communication and administration.

Local travel expenses reimbursed in line with APF's policy.

We will provide you with ongoing support and training throughout your volunteering journey:

- Full induction
- Health and Safety
- Role specific training e.g., data input, use of internal filing systems

What's Next?

To make an application please provide the following by email to recruitment@actionpf.org with '**Office Volunteer**' in the subject title.

- Where you saw our advert
- Your CV (no more than three sides)
- Details of two referees: your last or current employer plus a personal referee who has known you for at least two years. Please include their phone and email as well as a brief description of how they know you

Thank you so much for your interest in the role
and volunteering your time