

Office Volunteer

We need volunteers to ensure the smooth running of our office. This role will involve working with the current Charity administrators to assist them in offering administrative support to the whole team.

What's Involved?

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

This Role will suit me if I have:

- 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
- Available 2-5 hours per week with flexibility

What we offer:

- Become part of a friendly dedicated team
- Expenses (in line with our volunteers' expenses policy)
- Ongoing support and supervision
- Access to training opportunities
- References (after completion of 3 months volunteering with us).

How Flexible is the role?

Volunteers work from our office in Peterborough approximately 2-5 hours a week. We usually ask volunteers to commit to volunteering for a minimum of 3 months.

What sort of Training/Induction will I receive?

You'll be inducted into the role, and as part of this you'll be able to take part in training. Ongoing training opportunities will be provided, and volunteers will be expected to attend appropriate development training sessions.

Next Steps

If you would like to join our growing team, please email recruitment@actionpf.org for more information or call us for an informal chat: 01733 475642.

We welcome applications from all backgrounds and communities