

Virtual Admin Volunteer

We need admin volunteers to support us remotely to help with admin tasks associated with our support line and the recruitment of volunteers.

What's Involved?

- Answering office phone calls to book support line appointments
- Updating our database with calls booked
- Helping with tasks such as data entry, mailing lists
- Booking online meetings via Teams and zoom
- Organising training sessions for volunteers
- Analysing survey data

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
- Ability to work well as part of a team and under own initiative
- Willingness to learn
- Available 3-5 hours per week with flexibility
- Access to IT equipment

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 home 3-5 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 support@actionpf.org for more information or call us for an informal chat: 01733 475642.

We welcome applications from all backgrounds and communities