

**ROLE DESCRIPTION: OFFICE ADMINISTRATOR**

<b>Volunteer Role:</b>	Operations Office Administrator
<b>Location</b>	Farnham or Guildford
<b>Commitment:</b>	Flexible One day a week; Tuesdays or Thursdays A DBS enhanced check will be carried out.
<b>Role Requirements:</b>	<ol style="list-style-type: none"> <li>1. To assist the operations team in answering the telephone.</li> <li>2. To update and enter new details onto our database (Prospect Soft)</li> <li>3. To assist with other administrative duties that could include data entry, mailings and photocopying.</li> </ol>
<b>Skills Needed:</b>	Previous administration experience would be helpful but in-house training can be provided so not essential.
<b>Benefits:</b>	<p>This is a voluntary role within a busy team, you would benefit from training and gaining experience in an office environment, working in a sociable and friendly environment.</p> <p>Ultimately your support enables disabled Children and Young People to enjoy play and leisure in a fun and safe environment.</p> <p>Expenses paid for travel up to 15 miles.</p> <p>Achieve Vinspired award – sign up to website required</p> <p>Character reference given after 100 hours volunteering</p>