

ROLE DESCRIPTION: OFFICE ADMINISTRATOR

Volunteer Role:	Quality Team - Office Administrator
Location	Guildford
Commitment:	Flexible One day a week; Wednesday or Thursday A DBS enhanced check will be carried out.
Role Requirements:	<ol style="list-style-type: none"> 1. To assist the quality team in answering the phone and e-mails. 2. To update and enter new details onto our database (Prospect Soft) 3. To assist with other administrative duties that could include data entry, internet research, mailings, filing and photocopying.
Skills Needed:	Previous administration experience is an advantage but in-house training can be provided so not essential.
Benefits:	<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>