



Telford & Wrekin Young Carers Service ADMIN ASSISTANT (Volunteer) Role Description

Volunteer title:	Admin Assistant (Volunteer)
Work location:	At base – The Glebe, Wellington, Telford
Aim of role:	To assist carrying out administration tasks for the Young Carers Service
Reporting to:	Volunteer Co-ordinator
Outline of opportunities:	<p>Assisting the Volunteer Co-ordinator and other members of the Young Carers staff carry out administration and general office tasks as and when required which might include:</p> <ul style="list-style-type: none"> • Answering the phone/taking messages • Making phone calls to service users • Inputting data into the service database • Updating website/monitoring social media (Twitter) • Photocopying/laminating • Internet research for fundraising opportunities • Sorting/filing • Shopping/giving lifts <p><i>(full training will be given in database input, website, social media, fundraising etc if required)</i></p>
Training offered:	Any relevant training as and when it is available
Role specification:	<ul style="list-style-type: none"> • An interest in the Young Carers Service and the well-being of young people and their families • Basic office/typing skills including use of Microsoft Office Word /Excel, data input and internet • Good communication skills • Able to work within a small team • Willing and able to take part in any training required for the post • Willing to contribute to the evaluation process for volunteers from time to time (supervision, questionnaires etc.) • Willing to give support as an Admin Assistant to the other CVS projects at The Glebe when required (IAS Service and Listen not Label) • A well developed sense of fun!
Commitment:	We prefer a minimum commitment of six months. Hours are flexible within the working week but the minimum of 4 hours per week would be preferred.
Support/Supervision:	The Volunteer Co-ordinator offers an “open door” policy for 1-to-1 support for volunteer staff at any time 8.30-4 Monday-Thursday.

If application and references are approved, we will expect you to provide various documentation for submission of an enhanced Criminal Records Bureau search.

If you are a car user, we will need to collect photocopies of all related documents on a regular basis including current: car tax disc, driving licence, registration document, insurance certificate, MOT.