



Administration Volunteer Role Description

Role Title:	Administration Volunteer
Responsible to:	Team Leader
Location:	EACH Ealing, Vine House, 1-2 Factory Yard, Hanwell, W7 3UG
Hours required:	<u>Availability on Wednesdays essential</u> , minimum of 4 hours per week. Office hours are 9.30-5.30pm.

Main Purpose and Scope of the role:

- To be responsible for regular office administration duties such as answering calls, checking voicemail messages, and ensuring visitors and staff sign in and out when on the premises.
- To ensure the office appearance is clean and organised whilst being aware of health and safety issues which may arise – wet floors, tripping hazards etc.
- To provide administrative support to the teams based in Ealing including copying, filling, maintaining stationery and organising the post.
- To assist the administration team with data entry tasks as and when needed, and to support administrators and team leaders in generation and collation of data for submission to commissioners and relevant agencies.
- Respond to enquiries from the general public and professionals in a sensitive and professional manner and promote the services of the organisation.

General Responsibilities:

- Promote EACH's policies and practice regarding equal opportunities which are designed to challenge discrimination and disadvantage.
- Adhere to EACH's health & safety policy, confidentiality policy code of conduct and other policies and procedures relating to different aspects of EACH's work.
- Participate in training in relation to the specific duties of the post.

This post is voluntary and unpaid. We ask our volunteers to commit to a minimum of 4 hours per week to the charity, and volunteer for a minimum of 12 weeks.