

## Volunteer Role Description: Administration Assistant

<b>Organisation Name</b>	Carers Choices
<b>Organisation Overview</b>	Provides support for carers through respite breaks, supports young carers, adults with disabilities, the elderly and sufferers of dementia.
<b>Role Title</b>	Administration Assistant
<b>Location of position</b>	The White House, Kiln Road, Benfleet, Essex SS7 1BU Tel: 01268 881130
<b>Responsible to</b>	Administration Manager
<b>Description of tasks</b>	Assist office staff with various administration tasks, answering the phone and door.  Promoting the charity and its aims.  Adhere to Carers Choices policies and procedures at all times.
<b>Time Commitment</b>	Monday to Friday 9am-5pm. Volunteers are required to commit to a minimum of 4 hours one day per week. A regular day and time will be agreed before commencing volunteering.
<b>Skills and Qualifications</b>	Volunteers need to have a good level of IT skills. You should be friendly, organised, reliable, trustworthy and have good communication skills. Computer literacy is essential.  This role is subject to two references.
<b>Training and Support</b>	You are entitled to undergo the same core training as staff which includes first aid, health and safety, fire safety, manual handling and food hygiene. Should you wish to take part, please ask the Admin Manager.
<b>Benefits to volunteer</b>	Make a difference to local carers whilst developing skills and experience of your own.