



Role Outline

Job Title: Administration Volunteer

Department: Across the organisation

Place of Work: Meadowcroft and Devonshire Centre

Hours of Work: Various between 09.00am and 16.30pm

Responsible to: Lead in charge of project

Purpose of Role:

Various office-based duties that may include: filing, archiving paperwork, cash handling, data input, phoning clients.

Main Tasks and Responsibilities

- Supporting with administration tasks across the organisation.
- Work in a helpful, caring and confidential manner.
- Be self-motivated and sensitive to the needs and wishes of the individual.
- To work within boundaries set (as per guidance)
- Work within Age UK Wirral's Health and Safety guidelines.
- To undertake appropriate training as required.
- To adhere to the policies and practices of Age UK Wirral.
- Ensure that your work and attitude always reflects the aims and objectives of Age UK Wirral.

Requirements

Essential	Desirable
<ul style="list-style-type: none">• Digital Skills• Understanding of confidentiality• Understanding of the boundaries of the role• Ability to dedicate a regular time slot to volunteer• Respect and understanding for older people• Good Computer Skills• Honest and trustworthy• Good communication skills• Patience and sensitivity• Understanding of how to refer into other Age UK Wirral service or departments	<ul style="list-style-type: none">• Previous experience of working with/caring for older people• Customer Care Experience

DBS Check Required

Training Given

A training programme will be given to new volunteers before they begin. Subsequent training will be delivered at regular intervals.