

Volunteer Task Description:

Advocacy Admin.

Task to include some or all of the following:

- **General admin tasks**
  - Photocopy forms & templates, ensuring adequate supply at all times
  - Liaise with Clients to ascertain feedback on the service(s)
  - Phone Clients who live alone during extreme weather conditions
  - Prepare information for input onto secondary database
  
- **Data admin tasks**
  - Add new referrals to database
  - Allocate cases to Advocates
  - Scan & upload relevant paperwork to Client's file on database
  - Prepare and send out standard letters
  
- **Training tasks**
  - Prepare training packs
  - Prepare and produce training certificates
  
- To carry out the duties of the post in accordance with Age UK's East London's policies and procedures including: Equal Opportunities, Health & Safety, Confidentiality, Complaints, Data protection, Safeguarding Vulnerable Adults

Please email [Sharon.waddams@ageukeastlondon.org.uk](mailto:Sharon.waddams@ageukeastlondon.org.uk) should you wish to volunteer with Age UK East London or download the application form return either by email or by post to the address on the form.