

Volunteer Task Description:

AgeWell Admin.

Task to include some or all of the following:

Main tasks will include:

- Checking telephone messages and answering queries or forwarding to relevant staff member.
- Calling, emailing, texting, service users to notify them of events and activities.
- Recording bookings for activities and events
- Recording events in diary.
- Data entry: client and activity data on Charity Log
- Mailout: Help to organise monthly mail outs.
- Assisting at events and activities e.g. making sure registration forms, feedback forms etc. are completed.
- Filing
- 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