

Volunteer Task Description:

Information & advice Task Description

Task to include the following:

**Admin tasks:**

- Scanning documents
- Copying documents (as and when needed for client/agency usage)
- Uploading documents onto database
- Recording client data (electronic form on database and keeping records up to date)
- Despatching correspondence to clients and external agencies
- Logging incoming correspondence and uploading to database
- Data input to Charity Log (observing key dates/updating files)
- 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) if you wish to volunteer with Age UK East London or down load the application and return either by email or by post to the address on the form.