

Volunteer Task Description:

LinkAge Admin Assistant

**Task to include some or all of the following:**

- Update monitoring data
- Update Charity Log
- Record service users details for monitoring
- Complete questionnaires and surveys with service users and write up findings.
- 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

**Skills Required:**

- Good communication skills
- IT skills
- Good writing skills

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