

Volunteer Task Description

Organisational Admin

Age UK East London have a lot of administration tasks that volunteers can help us with. We use Charity log Database for which we do most of our work on so volunteers would need to have IT skills.

Role Title:	Admin Assistant
Where:	Across Age UK East London in either Hackney, Newham or Tower Hamlets
When:	Weekly either half a day or one full day
Purpose of Role:	<p>Tasks would include the following:</p> <ul style="list-style-type: none"> • Photocopying • Mail Outs • Contact new referrals and referrers • Allocate referrals to assessors • Prepare and send out standard letters • Notify service user of events • Record bookings for events • Collate volunteer application forms • Book volunteer interview appointments • Request references • Record Service Users details onto the database • Prepare information for input onto secondary database • Inputting data onto database • Transferring data • Scanning & uploading documents to our database • Prepare training packs • Prepare and produce training certificates
	<ul style="list-style-type: none"> • All tasks must be carried out 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	<ul style="list-style-type: none"> • Be IT Literate • Good communication skills • Good written skills

What's in it for you:	<ul style="list-style-type: none"> • You will have opportunities to gain more experience/skills • You will have access to in-house training • This is an ideal opportunity for someone who is looking to change their work path or someone who is doing an Admin/HR course
All volunteers will need to attend training for this role	<ul style="list-style-type: none"> • To addend an half day training on Admin/Charity log database.
For more information contact:	<p>Please email sharon.waddams@ageukeastlondon.org.uk should you wish to volunteer with Age UK East London or download the application form and either email to the above email or post to the address on the form.</p>