



## Volunteering Opportunity

### Administration Assistant

#### What You'll Do

Support the Age UK Enfield team with general admin tasks that help our services run smoothly. You'll help with email communication, data entry, and other simple office duties.

#### You will:

- Help respond to and send emails from shared inboxes (with support and supervision)
- Input volunteer, client, or service data into our CRM system (training provided)
- Update spreadsheets, mailing lists or booking systems
- Support with printing, scanning or filing where needed
- Maintain confidentiality and accuracy when handling information

#### Skills You'll Use or Develop

- Basic IT and email skills (Outlook, Microsoft Office)
- Attention to detail and a methodical approach
- Ability to follow instructions and work as part of a team
- Good written communication

#### Time Commitment

Flexible – ideally one regular half-day or full day per week  
Monday to Friday, between 9:00 am and 5:00 pm

**Location:** Age UK Enfield office or remote

**Reports to:** Relevant team lead or manager, depending on the area of support