

VOLUNTEER ROLE OUTLINE

Title/Position: Human Resources Administrator Volunteer

Goal of Position: To support the Human Resources/ Office Administrator

Sample Activities:

1. Filing HR paperwork and maintaining archive filing
2. Administrating annual leave for employees
3. Supporting the recruitment process (sending out application packs, e-mailing information, recruitment filing)
4. Developing and maintaining the HR database

Timeframe:

Estimated weekly commitment: 2-3 hours a week

Days and times of volunteer activity (if known): Wednesdays

Length of commitment: Ongoing

Volunteering Location: Age UK B&NES Office, 18 Kingsmead Square, Bath

Skills and Experience sought:

1. PC literate, including database experience
2. Ability to work as part of a team and independently
3. Good organisational skills
4. An interest in Human Resources
5. Reliable, trustworthy and with good understanding of confidentiality and equality issues

Volunteer Benefits and Training:

1. Reimbursement of reasonable travel and incidental expenses.
2. An induction to Age UK Bath and North East Somerset.
3. Training on use of relevant office equipment e.g. pc systems, photocopier
4. Further training as appropriate
5. Regular supervision & support from named person

For further information regarding this, and any other volunteer opportunity, please contact: Chris Hart, Volunteer Development Co-ordinator 01225 466135

volunteering@ageukbanes.co.uk

Age UK Bath &
North East Somerset
18 Kingsmead Square
Bath BA1 2AE

t 01225 466 135
f 01225 464 321
e admin@ageukbanes.co.uk
www.ageukbanes.co.uk

Support for older people, their families and carers