

Volunteer Task Description:

Administrative support to the Care Services

Task to include some or all of the following:

Personnel Admin tasks:

- Obtain References/chase up References
- Maintain Support Workers files
- Send out letters re: Staff meetings, holiday cover etc
- Maintain Support Workers Induction Packs – Training, Shadowing arrangements etc
- Updating Stationary Orders

Data Admin Tasks:

- Scanning Time Sheets
- Uploading Time Sheets to Excel Spreadsheet
- Preparing Invoices
- Updating Money Earnt from Services Spreadsheet
- Designing Excel Spreadsheets
- Quarterly Monitoring
- Update Charity Log

Practical Services Admin Tasks:

- Answering Phones
- Take Referrals
- Input on Charity Log
- Allocate Scheduled Jobs
- Write up Job Sheets
- 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
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Last updated: August 2013

Please Email Sharon.waddams@ageukeastlondon.org.uk if you wish to volunteer with Age UK East London or down load the application return either by email or by post to the address on the form.