

Volunteer role description

What is the role?

People Development Admin Volunteer

Where is the role located?

This role will be home-based and include weekly virtual check-ins with Age UK members of staff.

Why do you need volunteers for this role?

More than 1,500 dedicated members of staff make Age UK's work with older people possible. The People Development Team is responsible for their learning, development and wellbeing. It's a small team but has a lot of influence and is always working on exciting new projects. We want to do even more to support and inspire our people, so we're going to be developing a new suit of resources to help us. That's where you come in.

What will I be doing?

You'll carry out a variety of tasks including support with employee records, system and inboxes administration, content management and internal communications.

What skills, interest or experience might be helpful in the role?

- Attention to detail
- Organisational skills
- Problem solving skills
- An interest in building their experience in people management
- Excellent writing and communication skills
- Fluent in English, both spoken and written
- IT skills: web search engines, Microsoft Office

How often would you need my help?

We're looking for someone who could give around 7 hours per week, either on a single day or spread across multiple days, but we're flexible. We'd expect to need your support for around 3 months, but this can be extended further.

How would I be supported in this role?

Following a general induction to the organisation, you'll be trained in the systems and processes related to the role. In addition to regular check-in meetings, a member of staff will be available to support you as much as you need.

**To find out more please contact Alysha Adams,
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