Volunteer Administrator Job Description

Reports to: Director

Role Summary
A volunteer administrator will assist in the management of bookings, answering phone calls and generally taking part in the smooth running of The Engine Room. He / she will be expected to have some computer skills and have a good attention to detail.

Desirable Skills and Experience
• Experience of working in an office environment and dealing with the public face to face or over the phone.
• Organisational and administrative skills.

Personal Qualities
• Integrity and a commitment to acting in the best interests of the charity.
• Ability to work effectively as part of a team.
• Ability to maintain confidentiality.
• Good communication and interpersonal skills.

Time Commitment
The volunteer administrator is expected to spend a minimum of two hours per week assisting in the office of The Engine Room (N17 9FU).

Training
In house training will be provided for the volunteer in MS Office and bookings system management.

Expenses
Any expenses incurred in carrying out the duties of a volunteer may be reimbursed in accordance with the charity's expenses policy.

Equal Opportunities Statement
St Francis at The Engine Room is committed to promoting equality and diversity.

If you would like to discuss this role please call 07957 193922. To apply please send an email with a CV and covering letter explaining your reason for wanting to volunteer to

andrew.johnston@engineroom.org.uk