

London Friend

*Supporting the lesbian, gay
bisexual & transgender community*

Volunteer Job Descriptions - Administrators

Volunteer administrators help the Volunteer Service Development Manager (VSDM) run the office and manage the premises and provide back-up support services to other volunteers, Management Committee, Directors etc.

Suggested Activities

- Assist the VSDM to maintain the office and premises.
- Update and maintain spreadsheets and databases and respond to external enquiries regarding updating details about London Friend on other organisations' databases.
- Ensure that there are adequate stocks of stationery, cleaning materials, refreshments and standard forms (phone statistics sheets, monitoring forms, etc.)
- Keep supplies of health promotion materials stocked up and replenish display / dispensing receptacles for sexual health items.
- Help with information and other requests other volunteers may make.
- Contribute to the monitoring of and reporting on London Friend's services provision, and implement the various monitoring, reporting and other statistical administrative procedures.

Skills Specification

No previous experience is required. However it would be desirable that volunteers have:

- Good timekeeping
- Good listening skills
- Able to work with other people / alone
- Able to use initiative
- Admin experience
- Knowledge/ experience of Microsoft Office applications
- Good telephone manner

Full training is provided; you will attend one induction training day.

Time

- Flexible. To be agreed.

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Location

Your location of volunteering will be in the phone room at London Friend, 86 Caledonian Road, London, N1 9DN.

Supervision

You will be supervised by the VSDM.

Miscellaneous

Volunteer administrators are expected to:

- You will also be expected to attend London Friend training, as required.

Volunteer Benefits

As well as meeting new people, having fun, giving back to the community, learning new skills, having something to write on your CV, all volunteers can:

- Claim travel expenses, or choose to donate them if they prefer.
- Eat! Food is provided for free at all volunteer training events.
- Take advantage of free drinks - Tea / coffee / soft drinks are also available to volunteers for free (clients pay).
- Receive our monthly newsletter.
- Take advantage of our free in-house training events. Recent ones have included Victim Support Training and Transgender Awareness training.
- Join our social events including our annual Christmas party.

We look forward to welcoming you to London Friend!