



## **Multi-tasking Heroes Required!**

### **Volunteer Office & Administration Support**

We are looking for enthusiastic, reliable volunteers to support our growing CIC with a variety of administrative, fundraising, and organisational tasks. This is a flexible role — **you do not need to have all the skills listed below**. Training and support will be provided, and tasks can be matched to your strengths and interests.

### **Key Responsibilities**

#### **Administration & Office Support**

- Use Microsoft Word and other basic office software
- Manage folders and organise stored work files
- Organise and store paperwork, documents, and digital records
- Create and maintain filing and office systems
- Manage correspondence by answering emails and telephone enquiries
- Schedule meetings, attend when required, and keep accurate meeting records
- Create simple flyers and documents
- Maintain accurate records and databases (personnel, financial, and other data)

#### **Fundraising & Project Support**

- Assist with bid writing and grant applications (training provided if needed)
- Support fundraising activities, donations, and related tasks
- Assist the Project Manager with a range of duties

- Help plan and arrange events, including organising catering
- Promote the charity and its activities on social media platforms

### **Finance & Resources Support**

- Maintain stock lists and order office supplies when required
- Assist with staff expense requests
- Support budgeting and basic bookkeeping procedures
- Assist with purchase orders and invoicing

### **Communication & Engagement**

- Deal with email enquiries using systems such as Microsoft Outlook
- Interact with the Chairperson and carry out delegated tasks
- Assist colleagues whenever necessary
- Attend workshops, training sessions, and conferences when requested

### **Digital Support (Optional)**

- Support website updates and manage social media profiles where possible

### **Requirements**

- Willingness to learn and support a range of tasks
- Basic IT skills (email, Word; Excel helpful but not essential)
- Good organisational and communication skills
- Reliable, flexible, and team-focused approach
- **DBS check required**
- **Two references required**

### **Additional Information**

As this is a newly created role, duties and responsibilities may evolve and be expanded following a **3-month review**, based

on organisational needs and volunteer interests.