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**Thank you for expressing interest in volunteering for Moorland Community Caring. We welcome your feedback and questions on this role and any other aspect of our charity.**

**Admin Support Volunteer Role Description**

**Purpose of the role is:** to support the staff and volunteer team in administration of the services and projects which we operate. The work that we do requires our team to spend time out in the community. Listening and supporting people to live independently, who are often lonely and isolated. Volunteering to support us do our administrative tasks allows them to have more time with these people and also helps our team report better to funders, which could help us secure more long term funding for our service.

**What does this involve:**

* Contacting the staff and volunteers to gather, maintain and update data about the work they have been doing.
* Support the team in arranging or hosting events such as our [Moor Social](https://www.moorlandcommunitycaring.org.uk/what-we-do/moor-social) and [Memory Cafe](https://www.moorlandcommunitycaring.org.uk/what-we-do/memory-cafe-moor-social).
* Organise and maintain our paper and electronic filing systems in an effective way so that information can be found with ease.
* Support the development of the charity by giving ideas on how we could be organising and maintaining our administration better.
* Creating posters, leaflets, flyers, publicity for distribution-online (optional and dependent on experience)
* Share our activity on personal social media (optional and dependent on experience)

**Skills or attributes you will need:**

IT skills are essential

Enjoys data entry

Very good communication skills

Can deal with problems in positive way

Enjoys being part of a team, be flexible and non judgemental

**What you might gain:**

A greater knowledge about your local community

Awareness the health and social care system

Experience of up to date Microsoft software application

Experience and skills that you can detail on application forms or CVs

**Who will supervise me / who do I go to if I have a problem:**

You’ll be working as part of a team and will be supervised by the Manager of Moorland Community Caring. Other members of the staff team will also be available if you have a problem you need help.

**Time commitment:**

The commitment for this role is flexible, although a minimum of 4 hours per week is suggested.

We are flexible about when you volunteer but we really appreciate you being honest and letting us know if your circumstances are changing and you can no longer commit to volunteering.

**Location:**

We don’t have a base, as such, we do have a meeting space at Ashburton Hospital where we can meet volunteers and do work from. We meet in community building, in public spaces or on zoom. We know that many people volunteer to have contact with people. If you are volunteering to have social contact please make us aware so we can make sure the role will suit your needs.

**Volunteer expenses:**

We currently do not have a budget for this although we are seeking funding to cover travel expenses. We are committed to reducing barriers to volunteering. If you would like help with travel please let Sarah Kersey know during the recruitment and induction phase.

**Interested in this role?** [**Complete this very short form**](https://docs.google.com/forms/d/e/1FAIpQLSdNjtfuy0IcOE_zdzcEm-YHaOoFe8473jdMD-IVF8h8gg2Phw/viewform?usp=sf_link) **(3 mins)**

**What happens next:**

We will invite you to an informal interview meeting where we will have a conversation about the role and you can ask us some questions about the role and the charity. This isn’t a formal interview, it's just a way to make sure the role will work for both yourself and the organisation too.