

Volunteer Role Description

Role Title	Office Volunteer – Resources Team
Based at	GUC National Office
Responsible to:	Ann McLaughlin
When	Any weekday
Time Commitment:	(Part or full time 1 day a week)
Duration	Ongoing
General Purpose of the Role	<ul style="list-style-type: none"> To support our head office staff in doing a wide range of administration tasks.
Outline of Tasks	<p><u>Some of the tasks you may be involved in are:</u></p> <ul style="list-style-type: none"> Answering the telephone and responding to queries / taking messages / transferring calls etc. Assisting with implementation and roll out of our new HR software uploading data and documents Ordering stationery, office supplies etc. Undertaking routine health and safety checks e.g. checking fire doors / extinguishers etc Assisting our HR, Finance and Resources Teams with routine admin tasks e.g. scanning documents
Skills and Personal qualities we need you to use.	<ul style="list-style-type: none"> Computer literate - knowledge of word, excel and data entry. Reliability – be able to commit to a set time and day each week. Accuracy and attention to detail. Pleasant telephone manner – be clear and concise when taking calls and passing on messages. Good communication – consult with the relevant staff member about given tasks.
Training, Support and Supervision you will be given	<ul style="list-style-type: none"> A full introduction to the site and to the tasks Training in relation to Health & Safety and any other training relevant to the tasks we ask you to do. Training includes fire safety awareness, safeguarding adults, equality and diversity. Attend any in-house staff training as appropriate. A review meeting with your named contact at least once every six months.
General Duties	There are other general responsibilities and expectations set out in the Volunteer Agreement which you will need to sign before starting work with us.
Notes:	We are always looking for help with the fundraising events we put on. These are usually at weekends. There is no obligation, but this could be an additional activity you could get involved in.