



## Volunteer Role: Volunteer Administrator

<b>Organisation Name</b>	School for Parents
<b>Organisation Overview</b>	School for Parents is a centre of excellence that provides a range of services to help children with motor disorders and allied disabilities to develop the skills they need to thrive and achieve their potential. Our services are delivered in a safe, positive, supportive and fun environment where parents receive practical assistance, information and training to help them support their child in their own home.
<b>Role Title</b>	Volunteer Admin worker
<b>Location of position</b>	c/o Iona School 310 Sneinton Dale Nottingham NG3 7DN
<b>Responsible to</b>	Emma-Jane Graham – Deputy Manager
<b>Purpose/ summary of role</b>	Assisting the team with any administration duties seen as appropriate, contributing to the efficient running of School for Parents
<b>Description of tasks</b>	Answering the telephone, letting people into the building and ensuring they have signed in. Filing, photocopying, updating databases, sending emails, letters, keeping accurate records.
<b>Time Commitment</b>	4 hours per week, preferably on either a Wednesday, Thursday or Friday, but other days are available
<b>Skills and Qualifications</b>	Excellent telephone manner and people skills Fully computer literate and comfortable with the main Microsoft Office tools, databases and emails. Outgoing, friendly and proactive character. Be comfortable volunteering within a group or by

	<p>yourself.          Good communication skills.          Being able to use your own initiative but can ask for help when you need to</p>
<b>Training and Support</b>	<p>You will be given induction training into the various aspect the work.          Regular updates on organisational activities          You will receive ongoing support, advice and guidance from the Deputy Manager.</p>
<b>Reimbursement of expenses</b>	<p>Out of pocket expenses will be reimbursed:          Travel expenses @ 45p per mile</p>
<b>Benefits to volunteer</b>	<p>Full Induction          Training          Supervision          The opportunity to build new relationships whilst supporting a very worthwhile charity that changes the lives of many local families          Development of skills in admin, data entry and customer services.</p>
<b>Application Procedure</b>	<p><b>Application Form</b>  <b>Interview</b>  <b>References</b>  <b>DBS check</b></p>
<b>Contact Information</b>	<p>Emma-Jane Graham          Tel: 01159586641          Email: emma-jane.graham@schoolforparents.org</p>