

# Volunteer Role Description

## *Volunteer Admin/Office Support*

### **1. Description of role**

We are looking for someone who is super-organised to lend a pair of hands and some admin skills to help us to manage our small but very busy office.

### **2. Why we need you**

We are a small team, but a very busy one, delivering lots of different projects all across Morecambe Bay. At the moment we manage our own administration, but the team has developed quickly and we are out-growing some of our office systems which could do with a rethink. There's always lots to do and there are number of admin systems we'd like to develop further, if only we had more time!

### **3. Main Tasks**

**(We welcome your support, even if you are not able or comfortable to undertake all the tasks – this could be a short-term role for a specific time period on a particular project or an on-going role).**

**The kind of tasks we are looking for a volunteer to help with are:**

- Updating our website and scheduling social media posts
- Finances – creating invoices, purchase orders
- Tagging and cataloguing our ever-expanding photograph library
- Helping to organise our events and annual conference
- Publicising events through social media, web and leaflet and poster distribution
- Reviewing and managing our contacts database
- Creating e-newsletters

- helping with general office admin, eg scanning, filing, printing, collating information etc

We don't expect someone to do all of this but if you are able to offer help or support in any of these areas we'd love to hear from you.

#### **4. Where**

Our office is based in the Factory in Kendal and the office is staffed during normal office hours (Mon-Fri, 9am – 5pm). The office is on the first floor and unfortunately we do not have lift access.

It may be that there are some tasks that you may be able to undertake remotely from home if that suits your life-style better, although it is anticipated that some office time would be required initially.

We will provide a computer, phone and desk space for anyone volunteering to support us.

#### **5. Time commitment**

The time commitment can vary to suit your availability. We could offer a single one off project over a number of days (eg helping catalogue our photo library or assisting with our conference) or a number of different projects and tasks on an on-going basis for a longer period (eg a day per week). If you have good admin skills and just a little time on a regular basis or a chunk of time all at once we'd be delighted to hear from you.

#### **6. Skills or qualities required**

Ideally we are looking for people who have:

- Great admin skills
- Good computer skills including experience of using Word, Excel
- Ability to work on own initiative
- Previous experience within an office setting
- Good communication skills
- The ability to work effectively within a team environment

If you have web/social media skills or finance skills, they would also be a great help!

## **7. Training**

- Informal training will be provided for this role and volunteers will be fully briefed to ensure that they are comfortable with the work they are being asked to undertake.

### **Reporting to:**

Jan Shorrocks, Community and Training Officer, Morecambe Bay Partnership.

To express your interest please contact Jan Shorrocks on [jan@morecambebay.org.uk](mailto:jan@morecambebay.org.uk) or 01539 734888.