

Volunteer Role Description.

Role Title: Befriending Office Volunteer

Based at: Age UK Coventry & Warwickshire, 8 Clemens Street, Leamington Spa, CV31 2DL.

Are you looking to gain experience in an office environment while making a meaningful contribution? We are seeking an enthusiastic and reliable **Office Volunteer** to join our befriending team and support our daily operations.

Key Responsibilities:

- Assist with general administrative tasks (filing, data entry, answering phones, etc.)
- Support with preparing and organizing documents
- Assist with various projects and events as needed
- Provide general office support to our befriending co-ordinator

What is expected of me?

- Strong organizational and time management skills
- Good written and verbal communication abilities, whilst remembering that we have a strict code of confidentiality within AUKCW
- Comfortable with Microsoft Office packages (Word, Excel, Outlook)
- Positive attitude and willingness to learn
- Ability to work independently and as part of a team

What You'll get out of it

- Hands-on experience in an office setting
- Exposure to a professional work environment
- A chance to make a real impact within Age UK Coventry & Warwickshire
- Become part of a friendly team

Commitment:

We are looking for a volunteer who can commit on a regular agreed basis. As part of the application process, we will need to gather references. Potential volunteers will need to be available during normal working hours in the week to attend an informal interview.