

Join us as an Admin Volunteer in our Resources team!

Age UK Hillingdon Harrow and Brent is a caring charity dedicated to “creating a world where everyone can love later life.” We rely on the generous support of people like you to make it happen

We are seeking a dedicated and organised Volunteer Administrator to support our charity's administrative functions. This role will aid in the smooth operation of our activities and services. The Volunteer Administrator will assist with a variety of tasks including data entry, communications, and supporting event coordination.

What you will be doing:

Data Management

- Input, update, and maintain accurate records in our database and assisting with data collection and reporting.

Communication:

- Handle telephone and email enquiries, directing them to the appropriate staff members.
- Assist in drafting and distributing emails, and other communications to supporters and stakeholders.

Administrative Support:

- Assist with the preparation of documents, reports, and presentations.
- Maintain office supplies and handle routine office tasks such as filing, photocopying, and scanning.
- Perform other administrative tasks as needed to support the charity's mission and objectives.

Event Support:

- Support the planning and coordination of fundraising and community events.
- Assist with the preparation and distribution of event materials.

Volunteer Coordination:

- Help manage volunteer schedules and records.
- Assist with volunteer recruitment and onboarding processes.

What we are looking for:

- Excellent organisational and time management skills.
- Strong communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and basic database management.
- Ability to work independently and as part of a team.
- Attention to detail and a high level of accuracy.

- Previous administrative or office experience
- Experience in a charity or non-profit organisation

Personal Attributes

- Enthusiastic and committed to the charity's mission.
- Friendly and approachable with a positive attitude.
- Reliable and punctual.
- Willingness to learn and take on new challenges.

Time Commitment:

We would appreciate any time commitment. However, a regular commitment of at least 4 hours a week for three months would be preferred

What you will get as a volunteer:

- Support within the role and your personal development by offering appropriate induction, training and feedback opportunities
- Gain valuable experience in a charity environment.
- Develop administrative and organisational skills.
- Opportunity to make a meaningful contribution to the community.
- Meet new people and be part of a dedicated team
- Out of pocket expenses

How to Apply:

If this sounds like you, we'd love to hear from you! Please sign up to be a volunteer by going to www.ageukhbb.org.uk/volunteer and fill in our quick and easy form or please email volunteering@ageukhbb.org.uk or call 020 8756 3040 if you have any accessibility needs.

Thank you for your interest in volunteering with us. We look forward to welcoming you to our team and working together to support our cause.

This role outline is binding in honors only and is not intended to be legally binding.

Age UK HHB is an equal opportunity employer

Age UK Hillingdon Harrow and Brent is committed to safeguarding and promoting the welfare of all older people and children within the London Borough of Hillingdon Harrow and Brent

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