Admin Volunteer

Role Description

Role: **Admin Volunteer**

Location: **Any Location**

Commitment: **Flexible to suit you**

Duration: **No fixed term**

This is an ideal role for anyone who has been a member for a little while and wants to help the charity by volunteering time to help with administrative tasks.

Previous WAY Volunteers have said they took on a voluntary role to 'give something back' after WAY has helped them so much. This is what WAY is all about – members coming together to offer time and support.

This role would be on an ad hoc basis as tasks arise. By volunteering to help with administrative tasks with WAY, you are happy to be contacted about an activity that you may be able to help with.

Key Tasks

- Support the charity by undertaking general administrative tasks.
- Communicate with the member of WAY's operational team who is overseeing the task.
- Where possible tasks will be organised via a shared drive – where this is not possible, we ask that tasks are not shared beyond you and the organisation and are deleted once completed and returned.
- Keep up to date with WAY Widowed and Young events and news.

Relevant Skills, Competencies and Expectations

You must:

- be a current member of WAY
- be able to communicate effectively
- have a duty of confidentiality to WAY in line with our policies and procedures.
- Have a functional level of IT skills.
- Have an understanding of the functions of WAY Widowed and Young.
- Have access to the internet.
- Advise us with as much notice as possible if you do not wish to continue in the role so that alternative provision can be made.

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- Be committed to equality, diversity and inclusion
- Never act in any way or undertake activity that brings your role as a WAY Ambassador into disrepute

What WAY will do:

- Provide all necessary information, support and guidance to enable you to fulfil the role effectively and confidently.
- Provide regular WAY updates to all volunteers.
- Provide any assistance required
- Provide training and support for any aspect of the role which you are unsure about.
- Value the opinions of our volunteers and are committed to developing consultation and representational procedures to ensure our services meet member's needs.

Benefits of Volunteering

- Use your skills and experience to contribute to the success of WAY Widowed and Young.
- Meet new people
- References to add to your CV.
- Increase your confidence and gain new skills.

Most importantly, you will be valued member of the WAY team, helping to support our local members to get the most they can out of WAY.

For further information please contact:

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