



Admin Volunteer - role description

Role:	Admin support
Where:	Isle of Wight
When:	4-6 hours a week on a day(s) to be agreed, and working from home
Why:	Embracing Age offers valuable befriending and support to care home residents - some of the oldest people in our community. We are a growing charity and need help with our admin.
What does the role involve?	Supporting the Coordinator in administration by: <ul style="list-style-type: none">• Helping with the admin side of recruiting volunteers• Following up with volunteers and making sure their volunteer time log is completed• Supporting co ordinator with admin tasks ie Email volunteers with news updates etc
Attributes / skills needed:	Good communication skills Initiative Good computer literacy
What's in it for you?	The satisfaction of knowing that you are mobilising volunteers to make a big difference in the lives of some of the oldest and frailest people in your community. Being a key part of a small team
What you can expect from us:	Induction before the role starts. Ongoing support from the co-ordinator. Appropriate materials and guidance to support your role.
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