

Volunteer Role Description – admin support

Role:	Admin support
Where:	In Twickenham
When:	2-3 hours a week
Why:	Embracing Age offers valuable befriending and support to some of the most vulnerable older people in our community. We are a growing charity and need help with our admin.
What does the role involve:	Supporting the Director in administration Working on specific projects Making phone calls
Attributes / skills needed:	Good communication skills Initiative Good computer literacy
What's in it for you?	The satisfaction of knowing that you are making a big difference in the lives of vulnerable people in your community. Valuable volunteering experience that you can add to your CV. Pre- agreed out of pocket travel expenses.
What you can expect from us:	Induction before the role starts. Ongoing support from the project co-ordinator. Appropriate materials and guidance to support your role.
Contact:	For further information contact Tina English Phone: 07735 332584 Email: tina@embracingage.org.uk www.embracingage.org.uk