



EMBRACING AGE

Later life in all its fullness

Pictures Of Joy- Creative Admin Volunteer - Role Description

Role:	Creative Admin support
Where:	ETNA Centre 13 Rosslyn Road Twickenham TW1 2AR
When:	3-4 hours a week, on a Tuesday or Thursday Morning
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:	This is a creative role Organising photos with short text, emailed from volunteers. Making any edits to font and size Printing lamenting and sending to care homes.
Attributes / skills needed:	Good communication skills Initiative Good computer literacy Attention to detail
What's in it for you?	The satisfaction of knowing that you are a part of creating something that brings happiness, joy and conversation to 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 volunteer co-ordinator. Appropriate materials and guidance to support your role.
Contact:	For further information contact Wendy Simeon Phone: 07422 502957 Email: wendy@embracingage.org.uk https://www.embracingage.org.uk/pictures-of-joy.html