**Adminstrator - Volunteer**

**Role & Responsibilities:**

Depending on the needs of the Training and Consultancy department, the Administrative volunteer will be asked to support with a range of administrative tasks including to:

* Undertake general administrative duties such as filing and data inputting
* Deal with general correspondence and telephone enquiries
* Taking training bookings and raising invoices
* Assist with collating and maintaining contact database and other databases
* Assist with the organisation of online and face-to-face events
* Assist in the collection of monitoring data
* Arranging meetings for Training Consultants, including noting minutes and actions
* Participate in regular supervision to reflect on and develop your role

**Qualities required for this role are:**

* Good IT skills particularly word processing, spreadsheet and database packages
* Good level of written and spoken English
* Good interpersonal and communication skills
* Good organisational skills
* Good numerical skills
* Ability to work without close supervision and as part of a small team
* Commitment to equal opportunities
* Commitment to the aims and objectives of the Training and Consultancy Department

**Placement**

We are looking for a minimum commitment of 1 day/week for a period of at least 3 months. The placement may be cancelled at any time at the discretion of either of the parties.

**Management**

1. Maneet Relom (Training Consultant) will supervise this placement.