



Role Description

POST:	Admin Volunteer
LOCATION:	P3 Watermill House, Macclesfield
RESPONSIBLE TO:	Service Manager
PURPOSE OF ROLE:	To support staff with a variety of administrative duties
COMMITMENT:	Minimum of five hours a week

KEY RESPONSIBILITIES OF THE ROLE:

- To answer the telephone and record messages accurately and efficiently
- Data entry onto appropriate recording systems and paperwork.
- To process referrals using a range of methods
- To contact clients to remind them of group-work sessions
- To file documents and photocopy documents e.g. for group work/ support sessions
- To be willing to be part of a team and ask for support and guidance
- To understand the importance of data protection and confidentiality

P3'S Requirements:

- To have a interest in office work
- To be organised, accurate and efficient
- To be able to work as a member of a team
- To adhere to the contents of the volunteer agreement
- To share P3's commitment to safeguarding and promote the welfare of children, young people and vulnerable adults who may be at risk of harm
- To comply fully with P3's Policies

What's in it for you?

- An opportunity to work alongside a committed and dedicated staff team.
- Experience in office work
- You will be valued and appreciated
- You will receive volunteer training and regular supervisions from a designated staff member.
- You will receive reasonable travel and meal expenses
- An opportunity for personal development and a pathway to potential employment and experience of volunteering for a national organisation



For more information email jodie.cook@p3charity.org