



OFFICE VOLUNTEER

Location : Sessions House, 17 Ewell
Road, Surbiton, KT6 6AF

Reporting to: Finance Director

About us

Balance is a charity based in South West London providing employment and support services to a range of disabled and vulnerable people.

The role

- To assist with general charity administration (i.e. data inputting, scanning and shredding)
- To support the Head Office staff with other ad hoc project work which could range from data analysis and market research for a specific project to clearing out cupboards ready for office renovation
- Answering the telephone efficiently and sensitively, directing calls to the appropriate member of staff and responding to enquiries
- To liaise with other departments/volunteers to provide administrative support when necessary
- Other reasonable tasks as and when required as there may be other activities where we could use your help

Commitment

All our volunteers will need to provide two references and a DBS check.

We ask for a commitment of 4 hours per week, in return we offer the opportunity to gain an insight into how a charity operates whilst developing your skills with a friendly team. An online induction training programme including 'Health and Safety' and 'Equality and Diversity' is provided along with ongoing supervision from the Finance Director.

Experience and Skills Required

- Ability to work as part of a team and independently
- Good IT and communication skills
- Ability to commit to 4 hours once a week for a minimum of 6 months

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www.balancesupport.org.uk Registered Charity Number 1190859

