



**Red Balloon of the Air**  
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**Role:** Office/Admin support Volunteer  
**Purpose:** To assist the admin team with ongoing and ad hoc tasks  
**Volunteer Manager:** To be confirmed  
**Volunteer Coordinator:** Stephanie Blackman

This role description is subject to change depending on the volunteer, line manager and role requirements. Any changes/additions will be confirmed prior to the application process.

**Key Tasks:**

- Preparing for mail outs
- Reception and front of house support
- Office support such as data entry, filing and accepting deliveries.
- Ad hoc tasks such as creating lesson resources

**Personal Qualities/Experience**

- Friendly, welcoming and flexible with respect for discretion
- Ability to work independently and as part of a team
- Understanding of general office runnings and IT or the enthusiasm to learn
- Optimistic and

**You are not expected to:**

- Be left alone or unsupervised with a young person
- Carry out the same tasks as paid team members
- Engage in confidential tasks unless previously agreed with line manager and a confidential agreement is in place

**Location:** Milton and/or from home  
**Hours:** 1-2 days a week or flexible hours  
**Recruitment process:** Application, informal interview, enhanced DBS, two references induction and ongoing support with regular 1-1 reviews.

Founder and President: Carrie Herbert MBE  
Trustees: Debbie Barryl (Chair), Dr Carrie Herbert MBE, Mark Maddocks, Jenny Raine, Carol Revie, Carolyn Tiller  
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