

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.

Red Balloon of the Air is part of Red Balloon Educational Trust

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