

Admin Volunteer

Work and Life Skills Centre



Activity Description

To help with the administration of the services that are provided from the Work and Life Skills centre.

Specific Tasks

- Reception Desk support.
- Data collections.
- Recording of data.
- Help to support with gathering feedback and quotes from those using the centre.

Skills Required for the Role

- Microsoft Office (predominantly sound in Excel and Word).
- Comfortable communicating in writing, on the telephone and one-to-one.
- Personable; having the ability to talk to people with varied needs.
- Good team work ethic.
- Ability to remain calm under pressure.

Benefits to the Volunteer

- Gaining practical experience while working in the charity sector
- Reimbursed travel and lunch expenses
- Relevant training courses
- Help to make a difference

Support / Training Provided

- Volunteer Induction Plan (V.I.P)
- Support with lead member of staff and other volunteers

Time Commitment

- 1 to 2 session per week: 4 hours per session
- A minimum of 6 months' commitment

Registration Process for Volunteers

Admin Volunteer Work and Life Skills Centre



- Informal Interview / Shadow Session
- Registration Form & References - Volunteer Project Team
- DBS check is required due to the direct client related activity involved in this role

You will be asked to read and adhere to Launchpad policies that are in place to ensure the safety of you, staff and our clients.

Read more about Launchpad's work www.launchpadreading.org.uk/about-us/