

GEORGE
HOUSE  TRUST
HIV POSITIVE LIVING

Services Administrator



Volunteer Role Description

Purpose	To provide administrative support to George House Trust's Services department and with administrative projects
Work Area	Office based & Administration
Key Activities	<p>As an Admin Support Volunteer you will have the opportunity to develop your administration and IT skills. You'll be keeping George House Trust administrative systems up to date, therefore enabling our service delivery and volunteer programme to run smoothly. This role involves helping out in our busy office with a range of administrative tasks and working closely with staff members. You'll gain knowledge of handling confidential information in accordance with GDPR as well as an insight into how a charity works.</p> <p>Key tasks include:</p> <ul style="list-style-type: none"> ▪ Supporting around inputting and updating data on our Civi CRM database ▪ Preparing resources for distribution and information stalls ▪ Providing administrative support for various aspects of the services we deliver ▪ Supporting with preparation for service user events ▪ Entering evaluation data from training courses and events ▪ Placing orders ▪ Maintaining records and supporting with filing ▪ Small administrative development projects
Time Commitment	The commitment for this role is at least one afternoon per week on either a Monday, Tuesday, Thursday or Friday
Location	This role is based in the office at George House Trust
Skills/experience required	<ul style="list-style-type: none"> ▪ Experienced in using Microsoft Word, Excel, PowerPoint and standard email packages. ▪ Strong administration and organisational skills ▪ Strong people skills and an interest in working with people ▪ An ability to work as part of a team ▪ An ability to follow instructions and guidance from staff members ▪ An ability to communicate well and appropriately with staff, service users, and volunteers both verbally and in writing ▪ An ability to work on your own initiative and to follow tasks through to completion
Training required	<ul style="list-style-type: none"> ▪ George House Trust Volunteer Induction ▪ Role specific training including GDPR and Confidentiality training ▪ A commitment to attend regular volunteer team meetings
DBS required?	No
Supervision arrangements	The role will be supported by the Services Administration Support Organiser and supervision will be provided by the Volunteer Co-ordinator
Further Information	For further information, or to get involved email volunteering@ght.org.uk

