

YSS VOLUNTEER

Role Title: Admin Support

Locations: Herefordshire, Worcestershire, Shropshire, Telford and Wrekin, Warwickshire

Expenses: All project related expenses will be reimbursed

Responsible to: YSS Volunteer Co-ordinator

All applicants will need to complete and submit an application pack, undergo an enhanced DBS clearance check and undertake volunteer training

MAIN PURPOSE OF THE ROLE

Supporting our teams of passionate and dedicated people who are working hard to make a difference. Duties can be varied dependant on your experience and willingness to take on new challenges. Can be office based or virtual depending on the location.

EXAMPLE TASKS

- Answer calls/take messages
- Respond to written and face to face enquiries
- General administration duties including filing, photocopying, mail etc
- Data entry and updating records both computerised and manual
- Attending meetings and events depending on availability

There may be opportunities to develop into other areas such as volunteering in media and marketing. As part of a charity that is consistently evolving and developing, you will have the opportunity to:

- gain a number of skills
- gain sociable and computer skills.
- gain valuable experience to add to your C.V.
- receive a professional reference when you decide to move on.

PERSON SPECIFICATION

YSS recruits volunteers from all walks of life and we do not expect them to have any specific education or formal qualifications. We are looking for volunteers with potential that we can develop as well as those with lived expertise, experience and skills.

- You must be aged 18+
- Have the time, passion, enthusiasm, and willingness to volunteer with YSS for a minimum of 12 months, for a minimum of 3plus hours per week
- Have basic I.T. skills.
- Have good communication skills
- Have the ability to working independently or as part of a team.
- Some previous administration experience is desirable
- And the most importantwant to make a difference

For more information visit www.yss.org.uk or contact Volunteerrecruitment@yss.org.uk

Established in 1986

Head Office:

Polysec House, Blackpole Trading Estate West, Hindlip Lane, Worcester, WR3 8TJ

Patron: HRH the Princess Royal

YSS is a company limited by guarantee registered in England and Wales under number 4024428 and registered as a Charity number 1081992

Get in touch!  yss.org.uk

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