



Volunteer Opportunity

Title	Administration Support
	Derbyshire Carers Association 3 Park Road, Ripley, DE5 3EF info@derbyshirecarers.co.uk Tel: 01773 833833
Purpose	To assist with administration support to staff
Time Requirements	Flexible, during office hours.
Responsibilities	To provide administration support to the office managers and staff. <ul style="list-style-type: none"> • This will include data input, training will be provided on our in-house system. • Using Excel to maintain spreadsheets. • Filing • Post duties • Reception, which will include taking calls and greeting visitors to the office.
Experience/Skill	<ul style="list-style-type: none"> • <u>A good knowledge of Microsoft Office i.e. Excel, Word is essential.</u> • Be confident with emails and the internet. • Have a good telephone manner and be able to work on own initiative. • A minimum of 6 months experience in an office environment is desirable but not essential.
Training	Full induction and training on office procedures will be given.
Supervision/Evaluation	<ul style="list-style-type: none"> • You will need to complete an application form and provide us with the names and contacts of two people who can provide a reference for you, that have known you for at least 12 months (postal, email or phone reference) • Once references are received, the volunteer coordinator or named contact will provide your induction and any ongoing training or support.
Benefits	You will be a valuable asset to the organisation in supporting Carers and have full refund of travelling expenses and mileage. Hours to suit and are flexible. You will gain experience in working in an office environment to further your CV.