

Calling all Office Admin volunteers



We're Family Voice. We support and empower the parents and carers of children and young people with disabilities. Want to find out more ?

Have you considered taking up a volunteer role?

Do you have experience with admin skills?

Would you be able to commit to one to three days a week between 9:30am to 2:30pm?

Tasks you'll be doing:

- Support administrator with emails, phone calls, filing and report writing
- Take caravan and hall hire bookings
- Assisting in sharing messages on online platforms i.e Facebook or Twitter

Skills required:

- Basic understanding of Microsoft Office & Google
- Understanding of confidentiality
- Capability to take phone or email queries

Volunteer gains:

- Gain experience of working for a charity
- Experience of working with a team, business support and customer contact skills
- Expenses reimbursed where appropriate

To express an interest in volunteering with us please contact us on
01733 685510 or email **office@familyvoice.org**