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| Role Title | Administrative Volunteer |
| Department | Central Support Services |
| Responsible To | Central Support Services Manager |
| Aim | To provide administrative support to the administration team. |

Key Responsibilities

- Produce documents including letters and reports using Microsoft Word.
- Entering data into spreadsheets using Microsoft Excel.
- Create posters and leaflets using Microsoft Publisher.
- Log and Distribute incoming post.
- Answer incoming telephone calls, transferring them to the relevant members of staff. Take messages when necessary and forward via email.
- General administrative tasks such as laminating, shredding packing envelopes, guillotining etc.
- Assist in keeping the general office tidy.
- Occasional Reception cover.
- From time to time, you may be asked to undertake further activities of a similar role.

Knowledge & Skills

St Cuthbert's Hospice is committed to ongoing training and development of our volunteers. We aim to provide appropriate training to meet statutory obligations and ensure volunteers are well supported in performing their role.

Required Availability

Variable/flexible

Policies and Procedures

Volunteers are expected to comply with the Hospice Policies and Procedures relevant to their role.

Expenses

Any agreed out of pocket expenses that are incurred when carrying out the volunteer role will be reimbursed.