



# Admin Volunteer

Administration is vital to the smooth running of our services and helps ensure women and children receive the support they need at the right time. We are looking for an Administrative Volunteer to provide general office and administrative support, helping our team stay organised and responsive.

This is an ideal volunteering role for anyone who wants to support a local charity, has a few hours to spare each week, and would like to make a meaningful difference to the lives of women and children in Luton.



## Volunteer Qualities:

Do you want to be part of a small team and contribute to the smooth running of WAL?

Do you have good administrative skills?

Do you have good attention to detail?

## What you can expect from us:

The opportunity to be part of a supportive and friendly team.

Full induction and training covering the role.

A great opportunity to learn about the non-profit sector and make a meaningful difference.

## What we expect from you:

We understand that volunteering needs to fit around your life, so if you can, we would love for you to commit to volunteering one day per week.

As part of a small charity this role could be varied, we would love you to get involved in a variety of tasks.

## Duties and Responsibilities

- Helping with general administrative tasks such as shredding paperwork, answering the phone and posting mail.
- Supporting the management of donations, updating wishlists, managing storage and preparing bundles for clients.
- Managing ad hoc admin duties such as writing thank you cards, collecting donations or distributing mail.