

Volunteer Role Description

Admin Assistant

Signal supports people who are Deaf, have hearing loss or tinnitus, in the UK and internationally. We aim to break down barriers to inclusivity. We do this by challenging perceptions and improving access to healthcare, education, employment and services.

Role Description

Signal are looking for a volunteer to support the team with administration. In this role you will assist our project officers with the organisation of the UK services. This role will include a variety of administration tasks such as recording information on spreadsheets and using Eventbrite. You may be communicating with our donors or beneficiaries via letters, email or over the phone. You may be posting information about events on our social media. We might also ask you to support with administration for fundraising events and activities. By giving up a few hours a week you could truly make a difference, all from the comfort of your own home.

Location: 1 post working from home so could be based anywhere; 1 post local to Shrewsbury with some office-based administration. Induction, training and meetings with the Signal staff will take place via Zoom.

Hours: Between 2 and 5 hours per week, but these hours can be flexible to fit around your commitments.

What we offer

- The opportunity to use your skills and knowledge.
- The opportunity to learn more about working for a charity
- The chance to make a vital contribution to an organisation that is passionate about supporting people who are Deaf, have hearing loss or tinnitus
- The prospect of building experience for a CV – we give references for committed volunteers
- A dedicated volunteer line manager and volunteer coordinator looking after you

What we ask from you

- Some experience in administration
- Attention to detail
- Good communicator
- Competent in using Microsoft Office – particularly Word and Excel
- Organised and methodical
- Access to a computer, laptop, or tablet with internet access
- One character reference

For an application pack, please contact...

Hester Schofield

Volunteer Coordinator

Email: volunteer@signal.org.uk

Call/SMS (Textphone): 07429712264

This role is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract.

Signal, Chamber House, 5 Henry Close, Battlefield Enterprise Park, Shrewsbury, SY1 3TJ

 01743 358 356  07950 782819 (sms)  info@signal.org.uk

 @SignalCharity  /SignalCharity

www.signal.org.uk

Registered Charity Number: 1151615 (England and Wales)