



Role title: Office Administrator (Volunteer)

Suggested commitment: One day a week (Monday – Thursday) based at Kidscape office 2 Grosvenor Gardens, London, SW1W0DH

Accountable to: HR and Admin Officer

(This person will be your main point of contact while volunteering for Kidscape. They will provide you with the support and supervision necessary for you to perform your role.)

Role summary

The Office Administrator Volunteer provides support to all general office duties. The Administrative Volunteer will act as the point of contact for all employees, providing administrative support and managing their queries. It is a varied role that is key to the successful running of Kidscape's main office. We are a small team with a wide remit and large geographical outreach. You will work closely with all project and operational staff. You will be fully supported and encouraged to develop and carry out work independently and take responsibility for their successful completion.

Main duties and responsibilities

- Data inputting and analysis of feedback and evaluation forms for Programme delivery and training
- To work with the Training team and support them in the development of a database of contacts
- To work with the Marketing and Communications Manager and support them in the development of a database of contacts
- To support HR and Admin officer with administrative tasks such as filing, post, photocopying and responding to initial enquiries
- To support Programme and Volunteering manager with preparation of programme delivery materials

The volunteer

As a volunteer we ask you to demonstrate your skills, ability and experiences in the following areas:

- Commitment to supporting children and young people and reducing bullying
- Good organisational skills
- Demonstrate excellent communication skills
- IT literate (word, excel, powerpoint)

- Experience of using databases
- Enthusiastic, positive and proactive

What we provide

Kidscape volunteers can expect:

- A detailed induction and appropriate training to fulfil the role
- To develop skills in the administration of an office and charity environment
- Regular reviews and feedback
- Expenses reimbursed - this includes up to £12 per day for travel and £5 per day for lunch. (N.B. - all expenses are paid directly into your bank via BACS)

How to apply

To be considered for this volunteer position, please contact volunteering@kidscape.org.uk attaching your CV and a short statement of interest (no more than one A4) demonstrating how you meet the skills and experience required for the role.