

# SPACE YOUTH PROJECT

## Volunteer Opportunity



### Volunteer Administrative Support Worker

**Role purpose:** As part of a team work to assist in the smooth running of The Space Youth Project.

**Role involves:** There are a range of administrative tasks that are required and we will match your skills to the tasks required.

**The following is a range of tasks:**

- Provide clerical and administrative support including:
  - Typing letters, emails and sending texts
  - Photocopying
  - Dealing with the post
  - Dealing with emails
- Assist in the general administration involved in the organisation of meetings, conferences and project activities
- Help to maintaining the physical and electronic office filing system
- Ensure that the members database is kept up-to-date and members details are entered correctly
- Assist with maintaining the website
- Adhere to stated policies and office procedures relating to health and safety, information systems, and the proper use and care of equipment and materials
- Assist in the monitoring of stationery supply and order stationery when necessary
- Welcome visitors and assist when possible
- Organise refreshments when required
- Collate and input data
- Take accurate minutes of meetings
- Research and investigate information to enable staff to make decisions
- Contribute to the monitoring and evaluation of the services provided
- Work as part of a team
- Respect the need for confidentiality whenever you have access to restricted information; whether it is charity information or young peoples' information
- Commitment to undertaking relevant training including safeguarding, GDPR and other training Space Youth Project identifies as appropriate for the role

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