

# Volunteer Admin Assistant Role Description

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<b>Role:</b>	Volunteer
<b>Responsible to:</b>	Disability Advice Service Manager
<b>Base:</b>	Martlesham Heath, Suffolk
<b>Opportunity:</b>	Admin Assistant

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## Description of opportunity

DAS runs a busy office with 3 part-time staff and a number of volunteer advisers delivering advice and information covering:

- Welfare benefits and tax credits
- Housing adaptations and special equipment
- Accessible transport, holidays and leisure activities
- Education and employment
- Home and respite care
- Access issues and disability discrimination

## Volunteer role including main tasks/responsibilities:

Volunteer admin assistants assist the DAS administrator to ensure that the office runs smoothly.

The admin assistant role includes:

- Recording incoming and outgoing post.
- Recording customer information electronically.
- Ensuring paper files are up to date and in good order.
- Assisting with fundraising and other mail shots

## **Skills/qualities required to carry out the role**

- An interest in disability issues
- Effective communication skills both verbally and written
- Excellent organisational skills
- Ability to input information onto a computer
- Sound time management
- Be able to form good working relationships with external agencies, staff and volunteers.

Full training will be provided.

## **Commitment required**

A minimum of 3 hours a week, between 10am and 3pm, Monday to Thursday.