Volunteer Admin Assistant Role Description

Role: Volunteer

Responsible to: Disability Advice Service Manager

Base:  Martlesham Heath, Suffolk

Opportunity:Admin Assistant

# 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.