

## **Office Volunteer**

**Go Beyond has a number of volunteering opportunities at our friendly Devon office across many departments including Fundraising, Trusts and Administration.**

As an office volunteer at Go Beyond, you could be involved with a number of different jobs:

- Are you an experienced letter writer? You could be supporting the team with their replies to children who have been on a break.
- Are you a dab hand at databases? Then you could be supporting the Fundraising Team with processing donations from our supporters.
- Do you have experience in research? You could be supporting the Trusts & Foundations Team looking into new trust funds.

To join our team, please read the role description below and complete the online form.

### **Office Administration Volunteer**

#### **Job Purpose**

To provide administrative support to the Fundraising and Admin Team at Go Beyond's headquarters in Buckfastleigh

#### **What you can gain from working with Go Beyond**

Have a rewarding experience making a difference to vulnerable children and young people across the UK

- Join an enthusiastic team of people who want to make a difference, just like you
- Gain new skills and experience in a professional environment
- Key Skills
- Enthusiasm and a willingness to help
- Competent at using a computer
- Good organisational skills
- Competent at using Microsoft Word and Excel
- Good communication skills (verbal and written) and a friendly nature

#### **Job Description**

The role can be tailored to your strengths, abilities and experience but can include:

- Assisting with various administrative tasks
- Clerical duties such as photocopying, scanning, mailing, and filing (Hard copy and electronic)
- Creating and modifying documents using Microsoft Office
- Maintaining accurate records, entering supporter details, and updating our database
- Writing and preparing letters of thanks for donations in an efficient and supporter-centric way
- Handwriting replies to children's letters
- General office support and desk-based research
- Helping with outgoing and incoming post

- Processing donations

### **Hours**

We're looking for someone who is available for three or more hours a week during office hours, Monday to Friday 9am to 4.30pm for six months or more.

### **Recruitment Process**

All volunteers must be 18 and over. Here at Go Beyond we like to make sure our volunteers are equipped with the appropriate training and information to ensure the best experience for both the volunteers and children that we support.

### **How do I apply?**

Complete an application and we'll be in touch to chat about what you're looking for and what we could offer you

We apply for a DBS check on your behalf. If you already have an Enhanced DBS covering the children's workforce issued within a year of when you volunteer, we may be able to use this.

References - we will apply for two references for you.

Once all the above checks are complete, we will then get in touch to arrange your working hours and specific job role

### **General**

In addition to the specific task outlined in this role description all Go Beyond volunteers are required to operate within all relevant policies and guidelines and should be aware of their specific responsibilities towards the following:

Adhere to all health and safety and fire regulations and to co-operate with the charity in maintaining good standards of health and safety.

Promote and sustain a responsible attitude towards equal opportunities and diversity within the charity.