

Role description: Volunteer Administration Support

Location: Bletchley, Milton Keynes

Reporting to: Offices and IT manager

Aims of the role: To help the manager with a new administration system for the organisation

Elements of the role

1 Working with appropriate staff, to help set up a paperless office and administration system. This could include:

- Scanning documents and storing them appropriately on an IT system
- Helping to evaluate what equipment and furniture we need as a result
- Helping to dispose of any unwanted equipment and furniture in the right way to bring in maximum resources to Potential Plus UK
- Helping to store materials in the best way. This could include our archives and other materials

This project will last until at least September. After that time we hope that the volunteer would want to stay to take on a wider volunteer role within the organisation. This will be discussed and agreed with the volunteer at the time.

2. Any other relevant issues which arise.

Potential Plus UK pays appropriate travel and subsistence expenses for its volunteers and provides training where this is needed.

Equal opportunities statement

Potential Plus UK is an equal opportunities organisation and will consider all volunteers as appropriate for the role.