**Role title:  Volunteer Admin Support**

**Principal function:** To provide admin support to the Money Matters team

**Location:** Variable, as required. It could be in the foodbank centres, working from home, or at our offices.

**Hours:** Variable, a commitment of at least two hours per week

**Duties:** To play an active part in the Money Matters team, including:

* Providing note-taking during client appointments and at team meetings
* Providing a warm and welcoming atmosphere to clients
* Assisting with administrative duties related to client casework including using an online database (training provided)
* Scanning and uploading documents and filing
* Preparing standard letters
* Booking client appointments
* Attend monthly team meetings

**Reporting to:** Money Matters Centre Manager

**What’s in it for you:** This is a great role for anyone interested in developing skills in the field of admin. You’ll get to work with an experienced team and learn new skills from them in a lively environment. You will be playing a vital role in improving the financial resilience of vulnerable people in the community.

**Training and supervision:**

-All admin volunteers will get in house training for our online database  
- Supervision, as required, will be provided

- Further training opportunities may be available

**Personal qualities required:** All volunteers need to be: enthusiastic, proactive, willing to learn new skills and have a friendly and approachable manner. Volunteers must be computer literate and have a friendly, confident telephone manner.

**Notes:**

**Minimum age:** 18

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