

Office Support Volunteer

Be rewarded and have new experiences, volunteer with us at Bucks Activity Project



Location:

- Aylesbury

When we are in the office:

- Mon – Fri 9.00-16.00

Can you:

- Be patient and reliable
- Bring good computer skills
- Bring good communication skills
- Work alongside a variety of different people in a small team
- Have a positive attitude and an understanding of confidentiality
- Use your initiative but also ask for help when needed
- Be willing to challenge discrimination

What you can expect:

- Meeting and greeting visitors
- Answering the telephone
- Filing and Photocopying
- Collecting/sorting post
- Word Processing
- Preparing and distributing promotional materials
- Setting up rooms for meetings
- Updating display boards
- Data input

What we can offer:

- Gaining experience working in an office environment in skills in administration
- Enjoying a sense of personal satisfaction and gaining confidence
- Getting to know some great people and being part of our friendly team
- Access to relevant training

If you have any further questions about the role, or need assistance with application form then please contact

karen.elliott@Actionforchildren.org.uk or 07740455389

Action for Children is passionate about promoting equality, valuing diversity, and working inclusively. We welcome applications from all persons particularly those who identify as Male, people with Disabilities, and Black, Asian, and Minority Ethnic applicants, as these groups are currently under-represented in our organisation.

Action for Children are Passionate, Ambitious, Collaborative and Inclusive. We aspire for every child and young person in the country to have a safe and happy childhood and the foundations they need to thrive.