|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Post** | | | | |
| Post: | Office Volunteer | | | |
| Department: | Administration | | | |
| Salary: | n/a | | Duration | 6 months (or until late March) |
| **2. Supervisory responsibilities/position in structure** | | | | |
| Responsible to: | | Office Administrator | | |
| Responsible for: | | n/a | | |
| **3. Main function of job** (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required) | | | | |
| 1. Provide admin support to all teams in digitising paper files 2. Provide support for upcoming office move including research 3. Support with other admin tasks | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4. Main duties** (brief description) | | | | |
| Duties/Responsibilities | | Level of responsibility: direct or indirect (D/I): | | |
| 1. **Provide admin support to all teams in digitising paper files**  * Scanning paper files to create digital copies in time for office move in Spring 2019, correctly naming and filing them on the server  1. **Provide support for upcoming the office move including research**  * Research suppliers for office move * Liaison with different departments within charity regarding shredding and coordination of offsite shredders * Assist with other tasks regarding the office move  1. **Support with other admin tasks**  * Help teams with filing and sorting through any stock which might need to be cleared away   *Priorities for the year and key tasks are reviewed regularly. They are subject to updates in line with specific needs for each region, decisions made at the Lullaby Trust’s strategic reviews, and funding requirements.* | | D  I  I  I  D | | |
| **5. Requirements to carry out job** | | | | |
| Essential or desirable requirement – please indicate against each heading | | | E | D |
| Qualifications/education required: | | |  |  |
| GCSE standard | | |  | D |
| Competencies required: | | |  |  |
| Good attention to detail  Good organisation and office skills such as filing, packaging and mailing  Experience of using Microsoft Office Packages (Word and Excel) and familiarity of the internet  Good spoken and written English  Good at handling repetitive tasks | | | E  E  E  E | D |
| Any particular aptitude/skill required: | | |  |  |
| Willing to learn and work hard as part of a team  Confident in dealing with sensitive and confidential information | | | E | D |
| Personal characteristics required: | | |  |  |
| Self-motivator with initiative  Proactive and responsive approach  A good level of initiative and common sense  Willing to learn and work as part of a team  Commitment to the organisation’s strategic goal to reduce the rate of unexplained infant deaths by 2020 and to support bereaved families | | | E  E  E  E  E |  |
| **6. Special terms** | | | | |
| Working hours: | Flexible (ideally 10 to 4) 2 days a week | | | |
| Benefits | Up to £5 for lunch (upon receipts)  Travel card zone 1 to 6 (upon receipts) | | | |
| Application details | Email your CV and a short cover letter as to why you would be suitable for the role to Ioana at IoanaT@lullabytrust.org.uk | | | |