

# VOLUNTEER OPPORTUNITY

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<b>VOLUNTEER ROLE:</b>	<b>Community Action Administrator</b>
<b>TEAM:</b>	<b>Community Action</b>
<b>RESPONSIBLE TO:</b>	<b>Sharon Keogh</b>
<b>NUMBER OF HOURS:</b>	<b>Approx. 3 - 4 hours per week (but can be flexible)</b>

## **ROLE PURPOSE:**

Provide general admin support for the Community Action team.

## **KEY ACTIVITIES**

1. Provide admin support for short term campaigns such as Christmas Hampers and school uniforms donations.
2. Preparing promotional materials for Care Zone/Foodbank
3. Process and send mailings to projects and donors
4. Administer room bookings for the department
5. Provide occasional reception cover at Care Zone

Some aspects of this role could be carried out outside normal office hours remotely. However, some tasks would need to be completed at the Care Zone/Foodbank. However, if you are only available outside of normal working hours, please fill out the expression of interest form on the website as we would still want to hear from you.

