

**Volunteer Role Description: Volunteer Administrator**

**Location: The Maple Centre: 6 Oak Drive: Huntingdon: PE29 7HN**

**Role commitment: Approximately 8 hours per week split over 2 sessions of 4 hours.**

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| **What does the role involve?*** Answer the telephone if required and pass on messages.
* Filing and general office administration.
* Data Entry, as required and relevant.
* Website entries (training provided).
* Directed research.
* Limited Social media engagement (training provided).
* To send out questionnaires and feedback forms as required.
* To send out basic E-Mails requesting information and responses.
* Where applicable assist with the handling of both incoming and outgoing mail.
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| **What skills or experience are required?*** Good Communicator (verbal and written.)
* Good interpersonal skills.
* Good Telephone manner.
* Have a working knowledge of Microsoft Word, Excel and E-Mail.
* Able and willing to work as part of a team.
* Flexible.
* Friendly and approachable.
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| **What will I get out of it?*** An opportunity to build some level of experience for your CV.
* An opportunity to gain an understanding of the charitable sector.
* Attendance at meetings if interested and available.
* Working as part of a small friendly team.
* Support as required.
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| **What support or training will I get?*** Regular and ongoing support from your supervisor.
* Payment of all out of pocket expenses.
* Basic induction to Hunts Forum and Support Cambridgeshire.
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| **Will I need a DBS check?** No |
| **This role is managed by: Russell Rolph (Development Manager)****Closing date for role applications:**  |

**Background to Support Cambridgeshire.**

Support Cambridgeshire is a three-year project, funded by Cambridgeshire County Council bringing together three partner organisations who will work together to support community groups and organisations across Cambridgeshire.

Hunts Forum of Voluntary Organisations will lead the partnership, supported by Cambridge Council for Voluntary Services and Cambridgeshire ACRE. Each of the partner organisations will serve as expert sources of advice and guidance.

Support Cambridgeshire will deliver better outcomes for local organisations across the county, with the expectation of a stronger and more vibrant voluntary and community sector.

Support Cambridgeshire will harness the skills and expertise contained within the partnership, but will also use other Development partners as and when required.

Support Cambridgeshire can be contacted at info@supportcambridgeshire.org.uk

Please visit [www.supportcambridgeshire.org.uk](http://www.supportcambridgeshire.org.uk) for more information.

**How to apply:**

If you are interested in this volunteer role please send your CV to Russell Rolph at Russell@huntsforum.org.uk

Alternatively, you can send a written expression of interest outlining why you would like to be considered for this role and the skills and experience you currently possess. This can be E-Mailed to Russell or sent to:

Russell Rolph

Hunts Forum

The Maple Centre: 6 Oak Drive

Huntingdon: Cambridgeshire

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