**Admin volunteers**

Would you like to use your admin skills to help us to provide a service for people whose difficult life experiences and mental health are making life a challenge for them?

Admin volunteers meet and greet visitors; are in the frontline of answering queries and provide admin support for the exciting services that we provide.

We are based right in the heart of Camden Town and we are looking for people who can commit one day per week (usually 10am-4pm).

**The basic tasks for all volunteers are:**

* Providing reception cover – answering the phone and the door
* Forwarding messages and dealing with email enquires
* Welcoming visitors
* Help out with tasks that may arise such as typing, photocopying, laminating
* Maintaining office supplies e.g. stationery, refreshments
* Keeping the reception area tidy
* Distributing post

**Other tasks may include:**

* Assisting our finance manager with basic financial tasks such as dealing with invoices filling
* Inputting monitoring information about our services
* Keeping our information up to date
* Helping with volunteer recruitment administration
* Helping us to monitor our carbon footprint
* Keeping our facebook page and website up to date
* Helping with other work we do with websites

**You will need to have:**

* A pleasant telephone manner
* The ability to use the internet
* The ability to communicate clearly e.g. recording and passing on messages
* A willingness to work with other volunteers
* Willingness to help with office cover when the manager is away
* Basic computer skills (we use Microsoft Office)

**What we do for you**:

We provide training and encourage volunteers to develop their skills. Admin volunteering would offer you:

* A friendly volunteering environment
* An understanding of mental health services
* A chance to develop office skills and gain experience