

Volunteer Role Description: Volunteer Office Support



Role Title:	Office Support
Role Purpose:	To support the CDEC staff team with office based administration tasks that are vital to the smooth running of the charity
Where:	CDEC's office at Low Nook, Rydal Road, Ambleside
When:	On a regular and planned basis during normal office hours 9am to 5pm (eg: 2 days a month, agreed in advance with the director)
Key tasks:	<ul style="list-style-type: none"> • Answer the phone as and when necessary • Complete data entry tasks on a computer • Help with post and mail-outs when necessary • Filing paperwork • Supporting project staff with admin tasks when necessary
Skills needed	<ul style="list-style-type: none"> • Be able to use computers and Microsoft Office applications • Familiar with using the Internet • Confident to talk with members of the public
What's In It For You:	<ul style="list-style-type: none"> • Gain experience of working in an office environment • Develop your computer skills and confidence to use them • Contribute to a small, Cumbrian charity • Learn about local development education projects and endeavours
Contact name and details for volunteers	Laura Goad laura@cdec.org.uk or Lucy Graham lucy@cdec.org.uk or call 015394 31602