**Office Volunteer Role Description **

Summary of the role and the activities involved:

Role

To help ensure the smooth running of the office. This is a varied role and tasks change on a regular basis – we would love to hear from you in particular if you leave locally, can work independently and if you can commit to volunteer on a regular basis.

This could include:

• supporting other staff and volunteers with photocopying, mailings and other administrative tasks

• managing files

• responding to emails and telephone queries.

Personal qualities most suited to this role

• Good organisational skills

• Good communications skills

• Basic IT skills

• Good timekeeping skills

How many hours you need to give, when and where:

Usually, we would be looking for help of around 2 hrs or longer on a regular basis e.g. once a week or once a month.

What training will be necessary and available:

No formal training is required. We would provide you with all the required information and offer our induction and volunteer guidelines.

Who will supervise you:

Your supervisor would normally be:

Chris Mikata

Director

Fulham Good Neighbours

Rosaline Hall

70 Rosaline Road

London, SW6 7QT

Tel. 0207385 8850

Email: chrismikata@fulhamgoodneighbours.org

Web: [www.fulhamgoodneighbours.org](http://www.fulhamgoodneighbours.org)

What expenses are payable:

We would cover your travel expenses connected to your volunteering role and lunch expenses up to £5 if you volunteer with us for 4 hours or longer on any given day.