VOLUNTEER ROLE DESCRIPTION

Role title	Volunteer Admin Assistant
Purpose of the role	To assist the Marylebone Support Services Team with general admin to help them in the delivery of the team's overall objectives.
What you will be doing	- Carrying out residential hard copy file audits; - Carrying out residential electrical file audits; - Carrying out other admin tasks as requested by the Support Services Manager
What we are looking for:	Someone who: - Must have good knowledge on how to use a PC - Has an awareness of the challenges faced by homeless people, and in particular homeless women. - Is hard working and committed - Demonstrates good admin skills with an organised approach to completing tasks - Is friendly and approachable - Is a team player - Lives out our values
Where	Marylebone Project, Westminster, London. The Marylebone Project provides 112 long and short term beds to homeless women and offer essential facilities and support to women who visit our rough sleeper's drop-in at the Marylebone Centre. The Marylebone Centre also delivers education, employment and training opportunities and meaningful activities in order to support service users into independent living.
When	Half a day a week

Support offered	• Regular supervision from a staff member • Training • Expenses covered for travelling to the Marylebone Project • Insurance • Full induction • Safeguarding awareness
What you could get out of it	• Admin experience and development of admin skills • Experience working in a charity • Knowledge of working with vulnerable people
Other relevant information	
What to do if you're interested	Please contact Smahan Soussi, Support Services Manager on smahan.soussi@churcharmy.org She will have a chat with you about the role or invite you in to the Project for a quick chat. You'll then be asked to complete a short form and give us some details for a reference, this is to make sure we fulfil our duties to recruit staff and volunteers safely.