

**Office Volunteer Role Profile**

**The Organisation**

LinkAble is a Woking based charity that has been supporting children, teens and adults with learning disabilities for over 30 years. We are passionate about supporting people with learning disabilities and/or autism to live joyful and purpose-driven lives. The LinkAble community enjoys activities every day of the week and during school holidays in our fully accessible and inclusive centre in Woking.

**Aims of the Role**

To support the running of our busy office, helping increase our efficiency and adding valuable extra resource to enhance our services. Office hours are 9-5pm weekdays, and we require a minimum commitment for one regular day a week.

**Key Tasks**

* Answer telephone calls from parents and respond to general enquiries.
* Welcoming visitors and ensuring sign in processes are followed.
* Supporting the team with particular projects such as creating documents or spreadsheets or researching venues to hire.
* Database management and data entry.
* General office admin such as printing, photocopying, filing paperwork and shredding.
* Specialist projects relating to volunteer’s skills and experience e.g., IT projects, fundraising.

**Required Skills**

* Confident in using Microsoft 365 products (Word, Excel, Outlook, Sharepoint).
* Personable manner with good verbal and written communication skills.
* Commitment to equality and diversity and following policies and procedures.

**Benefits to you**

* Work as part of a friendly and welcoming team.
* Gain skills in areas that interest you and progress you in your chosen career.
* Reference provided for all volunteers who have been in post for six months.
* Satisfaction from knowing you are supporting people with learning disabilities to live fulfilling lives.
* Paid DBS check, induction and training.
* Expenses paid according to our volunteer policy.

**Next Steps**

* Send us your CV or email us detailing your skills and experience.
* We’ll get in touch and arrange a time to meet with you and tell you about our charity.
* We’ll conduct an informal interview to find out about your skills and reasons for volunteering.
* We’ll support you to apply for a DBS which is required for this role.

**Location**

2 Board School Road, Woking GU21. A short walk from the town centre. Limited parking available. Please note that our offices do have some stairs.

Email: Sandra.Nixey@linkable.org.uk