



HR 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 support people with a learning disability and autistic people to create the life they want to live by providing opportunities that develop skills, confidence and lasting friendships. 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 smooth running of the office by assisting with administration, HR, and recruitment tasks. This volunteer role helps the team provide high-quality support across the charity while offering valuable experience within a friendly and rewarding environment.

Main Duties & Responsibilities

- Assisting with general office administration
- Supporting recruitment and onboarding processes
- Updating and maintaining confidential records and databases
- Filing, scanning, and organising documents
- Assisting with volunteer and staff communications
- Helping prepare recruitment packs and paperwork
- Supporting the HR team with administrative tasks
- Answering emails and telephone enquiries where required

Skills & Qualities

We are looking for someone who is:

- Friendly, reliable, and organised
- Comfortable using Microsoft Office and email
- Able to maintain confidentiality
- A good communicator with attention to detail
- Willing to learn and work as part of a team
- Interested in gaining experience within administration, HR, or the charity sector

Time Commitment

Flexible hours available to suit your availability. We are happy to discuss days and times that work for you.

Location

Based at the LinkAble office.

What You Will Gain

- Valuable office, HR, and recruitment experience
- The opportunity to develop transferable workplace skills
- Experience working within a charity environment
- Supportive mentoring and guidance from the team
- A rewarding opportunity to make a positive difference in the community
- Great experience to enhance your CV and future job applications

Support & Training

Relevant induction, guidance, and ongoing support will be provided.

Responsible To

Office Manager / HR Team

Interested?

We would love to hear from anyone interested in supporting our team and making a difference through volunteering.

Benefits to you

- Work as part of a friendly and welcoming team.
- Gain skills in HR and Recruitment and working part of a busy team
- 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: HR@linkable.org.uk

