**Admin Volunteer**

**Why do we need you?**

We are a small team providing sight loss support and guidance for over 4,000 people each year. As an Admin Volunteer, you would be supporting the team from our Sight Centre in Truro. It’s a busy and varied role with tasks ranging from maintaining databases and contacting clients to filing and general office duties.

**What will you be doing?**

* Entering information into excel spreadsheets and maintaining databases
* Conducting follow-up phone calls with clients after appointments
* Greeting clients on reception
* Helping with mail outs
* General administrative duties such as filing, scanning and shredding

**What are we looking for?**

* Good communication skills
* Punctual and reliable
* Good organisational skills
* Warm and friendly manner
* Good IT skills

**What will you gain?**

You will have the opportunity to:

* develop your knowledge and skills
* gain valuable work experience
* meet new people
* make an important contribution to the charity

**What’s involved?**

* This is a flexible role, with most volunteers choosing to dedicate a couple of hours each week on their chosen day (between 9am and 4.30pm, Monday to Friday).
* The volume of work can vary meaning there will be periods of time which are busier than others.
* You will need to make your own travel arrangements to and from the Sight Centre.
* Agreed travel expenses will be reimbursed.

**How to apply**

For more information about this or any of our other volunteering roles, please contact Jodi Strick on 01872 261110, jstrick@isightcornwall.org.uk.