Role title	Volunteer Administrator
Purpose of the role	The Volunteer Administrator will be an active member of the team working with others to deliver positive outcomes for children, young people and their families. Providing professional administrative support services to skill mix teams and stakeholders to enable the efficient and effective delivery of the business.
What you will be doing	**Volunteer Administrator will have opportunities to select from one or more of the following activities:** • Responding to telephone and email queries. • Maintain general office administrative duties such as filing, photocopying and scanning. • Updating and inputting to Compass management information systems and databases. • Support and contribute to Compass website and social media platforms. • Assisting the team with day-to-day activities, including organising and facilitating meetings. • Populate data reports on a daily/weekly/monthly/quarterly basis and contribute to the creation of quarterly and annual performance monitoring reports. **Compass Volunteers will:** • Adhere to Compass policies and procedures at all times, including Safeguarding; Equality, Diversity and Inclusion; Health & Safety; Data Protection; Confidentiality. • Participate fully in training and supervision. • Volunteer in line with Compass Vision and Values.
Skills, experience and qualities needed	You will have a willing and flexible approach to working in a busy office/customer service environment, with the ability to multi-task and work to tight deadlines. You may be handling sensitive and confidential information, so maintaining discretion and confidentiality is essential, as is adhering to data protection legislation at all times. Naturally organised with administration and IT skills and proficient in using Microsoft Office. You will also have an interest in social media platforms.

When and where	Time commitment is flexible – volunteering can be remote or in person with a local team.
Support offered	Volunteers will be part of a team and have Compass colleagues for support and keeping in touch. Full induction and mandatory training (e.g. safeguarding children and adults at risk, information governance). Other training opportunities relevant to the volunteer role. Regular supervision and support. Out of pocket expenses agreed in advance. Access to Compass vacancies.
What you could get out of it	Volunteers experience many benefits of volunteering such as, greater understanding of work with children, young people and families; learning transferrable skills; experience for your CV; work related reference; supporting your local community; meeting new people; increasing self-confidence; feeling like you are making a difference; improving your health and wellbeing; contributing to our charitable purpose.
Other information	We positively encourage applications from all members of the community, regardless of gender, race, faith, disability, gender reassignment, age or sexual orientation and encourage applications from people who have experiences in life which enrich skills and empathy. This is part of our commitment to equality and developing a truly inclusive and representative workforce. We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, on commencement, or once in post. As these roles may involve direct work with children, young people and families volunteers may need to complete an enhanced DBS. All volunteers will need two character references.
What to do if you're interested	Apply for this role by submitting your application through our online recruitment platform where you will be guided through the process. If you have any questions, please contact recruitment@compass-uk.org