

Role: Administration duties
Location: Hospice based offices
Staff Member Link: Department Manager



Volunteers are asked to follow the hospice aims and values

- One Team, One Community
- Learning Never ends
- Compassion Takes Courage
- Every Moment Matters

Role summary

To undertake admin duties in support of the staff ensuring a smooth running of the department

What you will be doing:

Key activities may include but are not limited to the following:

- General admin duties such as record keeping, producing reports, photocopying, data input, reports, emails, post and phone calls etc.
- Using IT systems including Microsoft and Hospice data bases.
- Working on projects and / or research either individually or alongside staff.
- Liaising with other department staff, volunteers, patients and supporters in a courteous way.
- Maintaining stocks and material supplies.
- Assisting with organising and preparation of department events.
- Ensuring any finance aspects of the role are accurate and secure.

What we ask of our volunteers:

- To participate in the hospice education programme and attend training courses as required
- To respect at all times the confidentiality of information covering patients, staff and volunteers
- To be friendly and approachable and work as part of a team
- To be committed and reliable
- Some roles require a DBS check

The benefits to you:

- Experience working with a forward-thinking charity
- A sense of satisfaction and pride for helping to make a valuable difference
- Giving back to society and supporting local people
- Assist in developing skills and knowledge
- Meet new people
- Basic training will be provided and any additional role specific as necessary.

Your skills and attributes:

- General office and admin skills
- Good communication and telephone manner
- Organised with an attention to detail
- Experience of IT including Microsoft
- Ability to work independently