

Volunteering Opportunity

Admin Recruitment Volunteer



General overview of role:

The Admin Recruitment Volunteer will assist the Volunteer Co-ordinator with the volunteer recruitment process and other administrative tasks. You will need high quality IT skills as the Volunteer Coordinator may not always be present in the office, although other members of staff will be available to help.

Role Description:

Main tasks will include:

- Responding to requests for information from potential volunteers
- Mailing out and processing application forms
- Requesting references and collating responses
- Maintaining and updating information systems (including monitoring data)
- Dealing with telephone queries
- Filing, archiving, photocopying

Skills needed:

- Computer literacy skills inc. Microsoft office, Outlook and internet
- Data management skills
- Discretion and confidentiality
- Ability to work on own initiative with minimal supervision
- Positive, friendly and 'warm' manner
- Ability to communicate effectively with a variety of people

Location:

Nepacs Head Office, 20 Old Elvet Durham City. DH1 3HW

Expenses:

Public transport costs or mileage up to 22 mile radius at 40p per mile.

Training and support:

- Initial project induction and training
- Level 1 Safeguarding training available
- Invite to Nepacs Generic induction
- Volunteer meetings are held at regular intervals throughout the year
- NEPACS offer a training day for all volunteers annually
- Volunteers are eligible to attend some prison organised training

Commitment

NEPACS asks volunteers

- To commit to the project and its purpose and give notice of absence as soon as possible
- To undertake an induction programme
- To agree to a DBS check and prison clearance (this will require a form of photo ID)

Volunteers can expect

- Support from staff
- Training opportunities
- Invitation to volunteer meetings

- Recognition of their work

To apply:

Please download an application form from our Volunteer Opportunities page of our website or contact: volunteering@nepacs.co.uk , or ring us on 0191 375 7278.