

## Volunteering Opportunity

### Admin Volunteer



#### **General overview of role:**

The Admin Volunteer is responsible for assisting the Visitors Centre Manager in ensuring the smooth running of all office based systems and administration. You will provide high quality administration support to the Visitors Centre Manager.

#### **Role Description:**

Main tasks will include:

- Maintain and update information systems (including monitoring data)
- Keep Visitors' Centre literature current and well stocked
- Deal with telephone queries
- Filing, archiving, photocopying
- General administrative support
- Support the Manager with the recruitment process for new volunteers, arrange

interviews on behalf of the manager and support new volunteers to complete DBS checks/prison vetting forms online

#### **Skills required:**

- 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:**

In HMP Holme House Visitors Centre

#### **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](mailto:volunteering@nepacs.co.uk) , or ring us on 0191 375 7278.