

## **Volunteer Role: Admin support**

Project: Feniks (various projects)

<b>Support Person</b>	Gosia Kowalewska, Volunteer Coordinator/Community Development Worker
<b>Role Purpose</b>	The purpose of the Admin Support role is to support Feniks office in various admin tasks.
<b>Specific Tasks</b>	<ul style="list-style-type: none"> <li>● Data entry (evaluation forms, project participants forms etc.)</li> <li>● Translating documents (PL to ENG and vice versa)</li> <li>● Filling out claims forms</li> <li>● Making sure the offices are stocked up</li> <li>● Answering the phone</li> <li>● Distributing emails</li> <li>● Other ad hoc</li> </ul>
<b>Skills and Qualities Needed</b>	<ul style="list-style-type: none"> <li>● General computer skills</li> <li>● Intermediate level of English would be a plus, but it is not essential as tasks might be varied</li> </ul>
<b>Commitment</b>	Time commitment depends on volunteer's availability
<b>Support and Training</b>	<p>The volunteer will go through the induction process to get to know the organization.</p> <p>The volunteer will receive a specific introduction to the tasks related to their role.</p> <p>All our volunteers receive supervision and are offered various training opportunities related to their role or our projects in general.</p> <p>There are also volunteers meetings which help to get</p>

	to know other volunteers.
<b>Expectations of Feniks' volunteer</b>	<ul style="list-style-type: none"> <li>● Commitment to the role</li> <li>● Confidentiality</li> <li>● Following Feniks's policies</li> <li>● Commitment to attend volunteers meetings</li> </ul>
<b>Location and time of volunteering</b>	Some tasks might be performed online but some require working from the Feniks office (151 London Road, Edinburgh EH6 7AE UK) on time arranged with the volunteer coordinator.
<b>How to apply</b>	<p>Please send an email to <a href="mailto:gosia.kowalewska@feniks.org.uk">gosia.kowalewska@feniks.org.uk</a>.</p> <p>Tell us a bit about yourself and why are you interested in the role.</p>

Task Description Updated: 12th of August 2019