

Volunteer Administrator

Warwickshire Young Carers (WYC) exists to improve the lives of young carers and young adult carers by offering free, confidential support through a range of services to assist them to manage their lives around their caring responsibilities.

Our staff team offers family support, respite activities, befriending, and community engagement opportunities to assist children, young people and their families to develop support networks, improve wellbeing and experience new opportunities to equip them to better cope with caring and live fulfilled lives.

We are looking for enthusiastic and committed volunteers to join our dedicated support team to assist with administrative duties to ensure that the office support functions run smoothly. This role will enable staff members to fully focus on delivering frontline services to ensure young carers, young adult carers and their families receive the best support to thrive. If you are highly organised with excellent IT capability and a strong communicator, then WYC is the place for you to bring your skills & experiences to join our dynamic team.

The office and staff team are located in Balsall Common, CV7.

The role of Volunteer Administrator role involves: -

- Working in a team of staff and volunteers to provide support with the day-to-day administrative functions
- Clerical duties including organising and filing documents, preparing information packs
- Receiving and processing incoming referrals, inputting service user information to the database system
- Supporting activity coordination – booking venues, transport etc, producing activity documentation – session plans and risk assessments
- Assisting fundraising campaigns – identifying fundraising opportunities and maintaining records of fundraising applications and outcomes
- Operating various Office 365 applications to produce documentation and maintain team communications
- Monitoring organisation email accounts and dealing with enquiries
- Complying with confidentiality and safeguarding procedures

This role offers scope and will evolve around the needs of the organisation and the capabilities of the volunteer. Office hours are 9 to 5pm Monday to Friday. A weekly commitment is desirable but there is flexibility in when that attendance occurs across the week.

What we offer our volunteers: -

- Induction training to learn about the organisation, its operations and young carers and young adult carers
- Role training to equip you with everything you need to confidently work as a volunteer administrator
- DBS check and safeguarding training
- Out-of-pocket travel expenses
- Ongoing support through periodic supervision sessions
- A cheerful and welcoming staff team with a huge passion for supporting young carers and young adult carers

If you have the time, energy and desire to support young carers and young adult carers in your local area across Warwickshire please apply at this link

<https://forms.office.com/e/XYtE0sRBGM>

Contact information: -

Email: volunteer@warwickshireyoungcarers.org.uk or **Telephone:** 01926 963940