



Role Title: Administration Volunteer

Direct Report: Administration Manager, Registered Manager.

Background: Administration, Data Entry, Secretarial Work.

1.0 Role Summary

- Supporting the team with the implementation of a new administration system, transferring paper files into a digital system.

2.0 Main Responsibilities

- Supporting our adult social care teams with the 'going digital' project.
- The work involves: transferring information from paper documents to digital platforms by both keyboard entry and scanning; chasing colleagues for missing data; using the internet to search for and verify information and assisting with the secure disposal of documents.
- Work will be supervised by a diverse and friendly team, who will offer training and support.
- Travel expenses will be paid and lunch if working a full day, (6 hours or more).

3.0 Person Specification

Essential

- Keyboard entry experience and familiarity with online portals/data systems and internet use are desirable.
- Excellent organisational skills, attention to detail and accuracy are required.
- An understanding of the importance of confidentiality: volunteers will be managing sensitive, confidential data and will need an enhanced DBS (at Rathbone's cost) and two good references.
- An interest in the charitable sector and the work of Rathbone.

Desirable

- Knowledge and experience of charity business and administration practices.

4.0 Values

- A genuine interest in supporting young people and adults with learning disabilities to lead fulfilled and independent lives. An awareness and understanding of the pressures and challenges they face.
- An interest in the work of the voluntary sector and supporting the work that charities do to assist those who are deemed to be vulnerable in our society.

5.0 Time Commitment

- The project is scheduled to last about 6 months, after which there will be a new programme of similar work archiving many years of old paper records.
- A minimum commitment of a half day per week for a minimum period of 3 months is required.

6.0 Location

- Although some home working might be possible, due to the sensitive nature of the information being handled, most of the work will take place in West Norwood, Lambeth (SE27).