



supporting and rebuilding lives in your area

Volunteer Administrator

Role Title	Volunteer Administrator
Responsible to:	Service Support Officer
Time Commitment:	2 hours weekly Minimum of 6 months.
Location:	Office based – Bristol After Stroke Offices, Hartcliffe
<p>Why we need your help: Bristol After Stroke is an independent charity helping people in Bristol, South Gloucestershire and surrounding areas to rebuild their lives. We provide information, practical support, friendship and counselling in the months and years following a stroke. We are small, busy organisation and we simply don't have enough hours in the day to do everything we need to do, which is why we need a Volunteer Administrator to help.</p>	
Role Summary:	<ul style="list-style-type: none"> • Helping with the day to day administration tasks • Supporting with volunteer and fundraiser administration • Inputting data on to charity data bases • Sending out letters and packs to clients
Skills and Experience:	<ul style="list-style-type: none"> • Computer literate, with working knowledge of Microsoft Office and various databases, • Organisational skills • Ability to work on own initiative • Ability to maintain a high level of confidentiality • Honest, committed and reliable

What we can offer you:

- An induction and support and supervision in the role.
- You will be supported in your role by the **Service Support officer** and other office based staff.
- You will have the opportunity to work with Bristol after Stroke staff and volunteers

What we ask of you:

- To obtain 2 references from people who are not related to you.
- To keep to all the charity's policies and guidelines.
- To complete an induction and any necessary training for the role.