

## Disability Sheffield Volunteer Administrator

### Aims of the Organisation/Service

Disability Sheffield is a disability organisation which aims to promote choice, control and independence for disabled people in Sheffield. We are a grassroots, not for profit organisation driven by disabled people. Our Vision is for Sheffield to be a place where disabled people have freedom, equality and independence

### Volunteer Role Description

We are looking for a computer literate volunteer to help in our busy office with general administration. No previous admin experience is needed as you will be trained in all aspects of the role in a friendly and supportive environment. You will provide administrative support to help us ensure the smooth running of the office and provide an effective service to our clients. Specific responsibilities could include:

- Answering the general office phone, passing calls onto the relevant members of staff and taking a message if unavailable
- General office duties including photocopying and filing
- Typing up documents as required including feedback and application forms
- Helping to organise events and helping out at events
- Helping to record minutes of meetings including the Disability Hub
- Preparing various information/application packs as required

We're here to help you get the most out of your volunteering role and we can adapt the responsibilities to suit your experience.

### Your Skills and Experience for this Role

Excellent telephone manner and people skills

Computer literate and comfortable with Microsoft Office including emails.

Outgoing, friendly and proactive character.

Good communication skills.

Ability to work independently but able to ask for help when you need it

Attention to detail

Willingness to learn

A desire to support the work of Disability Sheffield

Direct experience of disability is desirable but not essential

### Benefits of Volunteering with Us

Gain knowledge of Disability Sheffield's work and learn more about disability issues at a local and national level

A positive, friendly and supportive working environment

Opportunity to get involved in the work of the organisation

Training and learning opportunities

Opportunity to work as part of a team and attend team meetings

### Who to Contact for more Information about this role:

Val Bowen, Information Officer , Tel (0114) 273 6748

E Mail [val.bowen@disabilitysheffield.org.uk](mailto:val.bowen@disabilitysheffield.org.uk)

The Circle, 33 Rockingham Lane Sheffield S1 4FW

[www.disabilitysheffield.org.uk](http://www.disabilitysheffield.org.uk)

