



National Benevolent Fund for the Aged

Role Description for Administrative Volunteer

Volunteer Opportunity:	Administrative Volunteer
Reporting to:	Chief Executive
Based at:	National Office, 32 Buckingham Palace Road, London, SW1W 0RE
Key Purpose of role	Provide some high level secretarial/administrative support to the Chief Executive

NBFA is a small but growing charity which has ambitious plans to provide more services to older people who live on a low income and to raise more money to help us do it. The Chief Executive of NBFA needs some high level administrative support to support her in her role.

It is hoped that volunteers would have some recent experience of administrative work and this role may suit a recently retired person who someone hoping to go back into the workplace. A good telephone manner and effective keyboard skills – which includes competence on the internet and email - are important. Training on our database and in office administration procedures will be provided.

Time and availability of the volunteer support can be discussed and agreed. There is a certain amount of flexibility but a commitment to at least 10 hours a week would be ideal. It is hoped the administrative volunteer would be available from the middle of July.

NBFA has a volunteer's policy which includes expenses for travel and for lunch.

Tasks may include any or all of the following:

- Providing secretarial support to the Chief Executive. This will include dealing with hard copy and electronic correspondence, servicing meetings, some diary management, making travel arrangements, dealing with the telephone and written enquiries.

- Logging, recording and maintaining and creating filing systems.
- Maintaining a database and ensuring information is regularly updated.

A Criminal Record Bureau check will be required.