

<b>Role Title: Volunteer Administration</b>	
<b>Organisational vision:</b>	Our goal is for everyone to have equal, healthy relationships free from domestic abuse, sexual violence and gender inequality.
<b>Location</b>	Based at Equation offices (2 First Avenue, Nottingham NG7 6JL) or other convenient location.
<b>Role description</b>	<p>This volunteer will join the Equation administration team to assist with day-to-day administration.</p> <p>The volunteer will work flexibly to be responsible for a range of admin tasks as required. These will include inputting data (numbers and text) and the electronic storage of documents, as well as preparation and distribution of our information packs to professionals, community groups and young people.</p> <p>This role is integral to monitoring our training outcomes, enabling high-quality of courses and supporting domestic abuse awareness and healthy relationships education.</p>
<b>Time commitment</b>	Ideally for <b>4 - 15 hours</b> per week at our office but flexible, dependent upon availability of individual volunteer and Equation's need (office hours Monday-Friday, 9am-5pm)
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Locate electronic documents and print/ photocopy/ email as required</li> <li>• Prepare and assemble information/ resources for distribution in either paper or electronic format as per guidelines</li> <li>• Ensure that packs are available in good time for collection</li> <li>• Receive returned feedback forms from training events</li> <li>• Enter data into Access database/ Excel spreadsheets</li> <li>• Scan, file electronically and check the forms for accuracy</li> <li>• Confidential destruction of the forms</li> <li>• Work closely with the administration team to ensure continuity and quality of service</li> </ul>
<b>Skills and personal qualities</b>	<ul style="list-style-type: none"> <li>• Administration ability</li> <li>• Essential: at least a basic familiarity and use of computer</li> <li>• Eye for detail and able to transfer written information (including numbers and text) accurately into electronic format</li> <li>• Able to handle and organise large quantities of documents</li> </ul>

	<ul style="list-style-type: none"> <li>• Good time management and adherence to deadlines</li> <li>• Excellent organisational skills</li> <li>• Good team player</li> <li>• Good communicator</li> <li>• Self-motivated and takes initiative</li> <li>• Interest in women’s rights, gender issues or domestic abuse sector</li> <li>• Commitment to Equation’s values of gender equality and a respect for diversity</li> </ul>
<b>Training and support</b>	<ul style="list-style-type: none"> <li>• Induction to the role and Equation</li> <li>• Induction to the monitoring process and software</li> <li>• Induction to the copier/ scanner</li> <li>• Training on domestic abuse awareness will be offered</li> </ul>
<b>Expenses</b>	<p>Out of pocket expenses will be reimbursed as follows:</p> <ul style="list-style-type: none"> <li>• Mileage costs at 45p per mile up to a maximum of 10 miles per return trip, but no greater than 20 miles per week</li> <li>• Public transport up to a maximum of £5 per return trip, but no greater than £10 per week</li> </ul>
<b>Benefits for volunteer</b>	<p>Volunteers will develop their organisation and planning, teamwork and IT skills.</p> <p>The role enables volunteers to use their computer skills and initiative.</p> <p>As a small local charity, volunteers’ contributions will make a big difference to our work against domestic abuse and promoting healthy relationships.</p>
<b>Application procedure</b>	<ol style="list-style-type: none"> <li>1. Application form (online)</li> <li>2. Informal meeting</li> <li>3. References – one formal and one personal</li> </ol>
<b>Contact information</b>	<p><b>Joan Millband, Lead Administrator</b>  <a href="mailto:admin@equation.org.uk">admin@equation.org.uk</a>  <b>0115 962 3237</b></p> <p><b>Equation website:</b> <a href="http://www.equation.org.uk/volunteer">http://www.equation.org.uk/volunteer</a></p>

*Updated 6/6/17*