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**Administrative Assistant**

 **Volunteer Role Description**

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| **Location** | Based in West Bromwich plus some home working available  |
| **Time commitment** | Flexible hours  |
| **Responsible to** | Volunteer Coordinator  |
| **Background** | The Kaleidoscope Plus Group works to promote and support positive health and wellbeing and we are committed to making sure that the services and facilities we provide are of the highest possible quality and that they continue to develop to meet the needs of the communities we serve. |
| **Role description** | * Helping with general office tasks, such as filing, photocopying, laminating, daily franking of the post
* Database work – adding/amending contacts, adding income/transactions to records, logging communication on contact records
* Assisting other teams within KPG
* Collating fundraising/information packs
* Assisting with event preparation
* Internet based research
* Meeting & Greeting service users
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| **What’s in** **it for me?** | * Be part of a national service based in West Bromwich providing meaningful support people affected by suicide
* All volunteers participate in an extensive training programme facilitated by staff with a wealth of experience and expertise about self-injury and related issues
* You'll have opportunities to develop valuable skills used in frontline support and knowledge of topics such as understanding suicide, supportive listening, mental health, and reflective practice
* A chance to meet new people - our organisation has a strong and supportive team spirit, and you will work in a team of volunteers with varied experience and backgrounds
* Kaleidoscope Plus Group Charity will act as a referee for you after successful completion of your role
* Reimbursement for any expenses incurred (with prior agreement)
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| **Skills required** | * Proficient in IT (Microsoft Office, Internet, Outlook
* Experience working with databases is ideal but not essential
* Office experience preferred
* Good organisational and communication skills

• Able to work on own initiative and as part of a team |
| **Training & Support** | You’ll meet with the Volunteer Coordinator and receive an induction and training relevant to the sessions you participate in before you start your role. You’ll also be kept updated with other volunteering opportunities through the monthly volunteer bulletin. |
| **Safeguarding** | An enhanced DBS check will be processed for all volunteers if required for the role.  |