



Volunteer Guidelines – Admin

The Admin Volunteer will be supporting the Business Manager with the 'Going Paperless Project' which will help **eve** to achieve the goal of being more environmentally friendly, to greatly reduce the use of paper.

Going paperless gives **eve** the option to benefit from streamlined processes, cost savings and better security of important documents. It also plays a role in addressing wider ethical and moral responsibilities that are important to all of us, such as deforestation.

WORKING ARRANGEMENTS

- To attend designated area of volunteering as agreed with Business Manager in Volunteer agreement.
- Arrive at area of volunteering 15 minutes before commencing responsibilities

Duties/ Responsibilities

To work alongside employed admin staff to deliver agreed volunteering work including some of the below activities:

- Photocopying
- Shredding
- Archiving
- IT /computer support
- Basic Data Entry

Personal Qualities

- Discretion and Integrity
- Compassion and empathy
- Ability to act with integrity and respect when working with all clients, agencies and individuals
- Flexibility and initiative where possible
- An enthusiastic and positive approach

Health & Safety

- With the support of employed admin staff, to maintain health and safety procedures in volunteering area.