



## Admin Volunteer

Gain experience in a back-office role and use your organisational, communication and computer skills to make a difference helping vulnerable people.

### About Us:

We are an organisation that endeavours to help feed people in these times of austerity. As the economic situation has deteriorated, we have seen more families that say, "I can either heat and light the house but can't feed the family too".

Life in this country shouldn't be "Eat or Heat".

### What we're looking for:

We are looking for reliable, self-motivated and confident volunteers to provide admin support and research to help the Office Team support food bank volunteers.

### What you'll be doing:

The role will involve supporting the Office Team through research, emails, some social media, project work, organising and drafting documents. There will also be the opportunity to attend volunteering sessions or events and provide general support to the Office Team through a variety of admin-based tasks.

### Your skills:

You must have a good sense for admin, a friendly manner, and preferably be proficient in Word and Excel, or willing to learn. You must be capable of working independently or as part of a team and have access to a computer and broadband.

This role would suit those who are retired, a student or those looking for charity or office-based volunteer experience. You will be volunteering remotely, from home if possible, with occasional site visits to the food bank office in our Walthamstow Branch.

Due to the nature of the role a good standard of Maths and English, both written and spoken, is essential.

### Location and Commitment:

We are based in the Walthamstow Quaker Meeting House, just off Hoe Street near Ye Olde Rose and Crown pub and welcome applications from anyone who is **not currently a food bank client**. We are looking for someone who can initially commit to a 3-hour induction over two-weeks, then we ask for 3 hours per month flexible volunteering.

If you are interested, please email [volunteer@eatorheat.org](mailto:volunteer@eatorheat.org) or call us on 0800 772 0212 and we will be happy to give you more information on the role.