

# office Administrator

## Voluntary position with Soulscape



We are looking for a volunteer administrator to join our team, working approximately 8-10 hours a week. We have a flexible approach toward work and this role can be home and office based.

Soulscape is a charity working in partnership with Wokingham and Bracknell schools to give young people the space they need. We create a safe space away from the pressures they face, where they can explore the issues that matter to them. Our vision is of empowered young people who can think for themselves. Last year we worked with over 2,700 young people in 20 schools.

Our Office Administrator will be a vital person in supporting the smooth running of the Soulscape office.

### What will you be doing?

Your duties will often be flexible to meet the needs and priorities of the week, however your normal responsibilities will include the following:

- Organise and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute emails and correspondence
- Supported by the wider team, maintain filing systems (digital and physical), ensure DBS checks, volunteer agreements and references are up-to-date and compliant with school policies and Soulscape's Privacy Policy
- Maintain contact lists
- Book travel arrangements
- Undertake relevant training and professional development in order to continue to be able to fulfil the demands of the role
- Any other activity that is reasonably required by the CEO, Operations Manager or Board of Trustees
- Be accountable and transparent
- Manage your time to meet deadlines and be flexible around working hours

### What skills will you need?

- You will need to be organised and methodical in your approach, with an eye for detail
- You need to have a flexible approach to your work – no two days are the same
- You will be willing and able to work both in a team and independently
- You will be a strong communicator and problem solver, with a can-do attitude and a sense of humour.

### Why should you volunteer with soulscape?

You have the opportunity to join us at a time of exciting growth across Berkshire. You can help to shape the future of the charity and its work. You will meet new people, make new friends and be part of a dedicated team of volunteers, as well as leading others.

We make a lasting difference with our projects. You have a real opportunity to use your skills and develop new ones, expand your knowledge, and make a significant contribution to improving the lives of the young people in our area.

### How to apply

To apply for this role or ask questions, please contact Melissa Bannister: [melissa.bannister@soulscape.org.uk](mailto:melissa.bannister@soulscape.org.uk)