

Volunteer role: **Volunteer Administrator**
Days: minimum of 2 days per week – days and hours are flexible

Place of work: **Quartet Community Foundation's office, Royal Oak House, Bristol, BS1 4GB**

Responsible to: the Operations Manager

Aims of the post

To support Quartet Community Foundation in delivering our vision: "To enrich local lives, connect people and build stronger communities."

Supporting the administration as it relates to the foundation.

What you will be doing:

- Undertaking day to day administrative tasks such as filing, scanning, photocopying
- Managing incoming and outgoing post
- Answering the phone
- Supporting the team in other administrative tasks as and when required

What we're looking for:

- Strong commitment to the values of the Community Foundation
- Excellent IT skills including Microsoft office
- Excellent interpersonal and communication skills
- Ability to work independently as well as being part of a team

What can QCF offer you:

- An opportunity to learn about the work of a community foundation
- An opportunity to develop your administrative experience
- A full induction to your role
- Regular ongoing support by your line manager

Expenses

- We will cover travel and other agreed expenses reimbursed on production of receipts in line with our Volunteer Policy.

When

- We are looking for someone to support the team for a minimum of 2 days per week – days and hours are flexible. We ask that volunteers try to commit for a 6-month period where possible