

Office Volunteer

Why do we need you?

- We need your help with some of our administrative tasks at our gorgeous and newly refurbished head office in Warwick. – to commence January 2025

What activities will I be involved in?

- Answering the telephone and sending messages by email or referrals on our database to staff members
- Greeting, welcoming and making refreshments for members of the public
- To undertake printing, scanning, shredding and filing (manual and electronic)
- To call clients and conduct a short survey as needed, inputting the responses onto our system.
- Preparing out-going post
- Any reasonable ad hoc tasks

What skills and abilities will I need to have?

- A friendly and positive disposition
- Comfortable with dogs
- Organisational skills with attention to detail
- Computer skills including use of Microsoft Office
- An appreciation of the value of our work and a good team worker

How much time should I offer?

- This role is flexible and we appreciate any amount of time you can offer – whether a half or full day, doing some or all of the tasks listed above.

Is there an induction and training?

- You will receive an induction when you start
- We will provide any training you need to complete the role

What on-going support/guidance will there be?

- You will be supported by our Admin team
- Opportunities to meet and network with staff and fellow volunteers during the year

Will I need my own transport?

- Although not essential, access to your own vehicle would be an advantage if you live some distance from Warwick

What are the benefits to me?

- The opportunity of meeting new people and working as part of a dedicated team plus the satisfaction of knowing that you are making a vital difference to people living with sight loss

Will my expenses be paid?

- We pay volunteers “out-of-pocket” expenses in accordance with our guidelines.

Do I need to submit to a Disclosure and Barring Service check?

- As a volunteer working with confidential information about vulnerable people you will need to undergo a DBS check in accordance with our policies



Serving People with Sight Loss in Warwickshire since 1911

Warwickshire Vision Support is the operating name of Warwickshire Association for the Blind
A company limited by guarantee. Registered in England and Wales No 6511954 Charity Registration No 1123220. VAT Registered No. 386 0409 86
Registered Office: 14 Market Place, Warwick CV34 4SL

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What's the next step?

You can apply to become a volunteer by completing our application form, or call us on 01926 411331 or visit www.warwickshire.vision

We look forward to welcoming you to the team!



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