



RCN 1079770 SC 043874

Summer Office Admin Role

**Are you a looking to do something worthwhile during the summer?
Are you looking to gain communication and administration
experience in an office environment?**

**Caudwell Children are looking for volunteers to help to support
families applying for vital pieces of equipment for disabled children**

As a volunteer in our service delivery office, roles and responsibilities may include:

- Processing applications for specialist equipment, therapies and treatment
- Data inputting onto our database system
- Carrying out a range of administrative tasks, filing, scanning.
- Checking incoming financial documentation and diagnosis letters meet our eligibility criteria
- Writing application summaries
- Answering telephone / email enquiries

**This role can take place between May and September. We are ideally looking
for volunteers that can commit to two full weeks (10 days) Mon to fri for this
role – full training and support will be provided.**

Over 16's only can apply for this role.

**We're looking for somebody approachable, dedicated and responsible, with a good level of
written and verbal communication, and telephone and computer literacy.**

Current areas we are enrolling: **Caudwell Children – Newcastle-under-lyme**

To find out more, please Email volunteer@caudwellchildren.com or visit

<https://www.caudwellchildren.com/get-involved/volunteer/>