

# Summer Office Admin Volunteer

**Do you want to help disabled children to get access to vital pieces of equipment to enable them to gain independence to live their lives to their full potential?**

**You can help us by completing administration tasks in our office and communicating with families providing support over the phone.**



## **What will you be doing?**

- Supporting families to process applications for funding for equipment carrying out a range of administration tasks in the office
- Data inputting into records in our database system
- Emailing families and verifying incoming documentation including diagnosis letters and financial documentation.
- Writing financial and application summaries
- Answering telephone and email enquiries from families regarding the status of applications



## **What skills would be useful?**

- Approachable with good interpersonal skills
- Approachable and reliable
- A good level of written and verbal communication.
- A good attention to detail
- A good level of computer literacy
- Comfortable using a telephone



## **What's in it for you?**

- Relevant training, mentoring and support will be provided
- Gain experience to add on to your CV
- Utilise your skills and learn new ones.
- Social opportunities
- Access to wellbeing support
- Out of pocket travel expenses can be reimbursed
- We strive to make reasonable adjustments and improve accessibility

## **How much time are you expected to give and when?**

Volunteering is flexible. This role can take place between May and September 2025. For the role to be mutually beneficial, we hope for volunteers to give 2 weeks (Monday to Friday 9am-3pm)

## **Where is the role located?**

At our Caudwell Children Centre on Innovation way, Keele University Campus, ST5 5NT.  
Minimum age for this role: 16



To apply fill out our online application form on our website or if you have questions email **[volunteer@caudwellchildren.com](mailto:volunteer@caudwellchildren.com)** or ring **0345 300 1348**