

Barnardos: Administration Support Volunteer **(<https://www.activelink.ie/node/110674>)**



Admin Volunteer Role Description

Volunteer Title: Administration Support Volunteer

Location of Volunteer Role: Barnardos National Office, Christchurch Square, Dublin 8

Description of Service:

Barnardos' mission is to deliver services and work with families, communities, and our partners to transform the lives of vulnerable children who are affected by adverse childhood experiences.

Our National Office is home to various departments that contribute to Barnardos' operation e.g. People & Culture, Communications, Finance, and Fundraising.

Outline of Volunteers Tasks and Responsibilities

Brief description of the tasks and responsibilities agreed with volunteer at interview stage:

- To carry out admin tasks as required, e.g. photocopying, scanning, filing preparation of meeting rooms, shredding of documents, archiving
- To cover reception
- Any other ad hoc administration duties that may be requested from time to time.

Training and Support Plan:

- The Services will provide induction, and follow up training with volunteer, as required.
- Where possible the volunteer will attend training as provided centrally in Barnardos, and where linkages are available locally to other training providers.
- Supervised by staff member assigned.

The name of Person Supervising and Supporting the Volunteer will be shared on application for the role.

Time Commitment:

- Number of hours per week – 7-14hrs
- Specified days - Flexible

Person Specification:

- Friendly and polite
- Confident
- Computer literate
- Interest or experience in office administration
- Awareness of confidentiality

- Patience to deal with the various requests that can arise

Would you like more information? Please contact Lisa: lisa.tobin@barnardos.ie (<mailto:lisa.tobin@barnardos.ie>) or volunteers@barnardos.ie (<mailto:volunteers@barnardos.ie>) for a Volunteer application form ASAP.

Application process, references plus Garda vetting and overseas police vetting if applicant has lived outside Ireland in any one country for the period of 6 months or more over the age of 18.

Region

Dublin 8

Date Entered/Updated

4th Sep, 2024

Expiry Date

4th Nov, 2024

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