

## OFFICE VOLUNTEER ROLE DESCRIPTION

### DESCRIPTION OF ROLE

#### Overall summary

We are looking for volunteers with an interest in women's rights and would like to enhance their knowledge and/or understanding of this area of work.

The Office Volunteer will be primarily responsible for supporting the Services and Administration Officer and the Training and Events Co-ordinator, as well as the work of Rights of Women in general.

**Depending on the needs of the office, the office volunteer will be asked to support with a range of administrative tasks including to:**

- General administrative duties such as photocopying, filing and data entry
- Assist with maintaining Rights of Women's databases
- Assist with the organisation and distribution of Rights of Women's publications
- Proof reading and research as necessary
- Assist with the organisation of events
- keeping volunteer files up to date
- Assist in the collection of monitoring data
- Deal with general correspondence and telephone enquiries

**Qualities required for this role are:**

- Good IT skills particularly word processing, spreadsheet and database packages
- Good level of written and spoken English
- Good interpersonal and communication skills
- Good organisational skills
- Good numerical skills
- Good research skills
- Ability to work without close supervision and as part of a small team
- Commitment to equal opportunities

- Commitment to the aims and objectives of Rights of Women

### **Placement**

We are looking for a minimum commitment of 1 or 2 days per week, ideally on a Monday and Tuesday, for a period of at least 3 months, 10 – 4pm [but we can be flexible with time]. Rights of Women operates a probationary system. The placement may be cancelled at any time at the discretion of either of the parties.

### **Management**

The Services and Administration Officer

### **Expenses**

Subject to available funding and provision of receipts, Rights of Women will repay the following expenses:

- Travel to and from home to Rights of Women up to the cost of a travel card/return ticket for Zones 1 – 9.
- Up to £6.00 subsistence for each session attended Office Volunteer Role