**Role Description**

**Post: Volunteering Team - Admin Volunteer**

**Hours per week:** Flexible (Minimum 4 hpw)

**Salary:** Voluntary post

**Contract:** N/A

**Location:** Home-based

**Summary**

At Beat, we share the vision of an end to the pain and suffering caused by eating disorders. We are inspired by the people we serve, by the difference we can make, and by our commitment to each other.

We’re looking for someone who is friendly, enthusiastic, efficient and organised to provide additional support to our volunteering team who coordinate our volunteer programmes. We have an amazing network of volunteers across the country who support Beat in a variety of ways – for example acting as a peer befriender, taking Helpline webchats or sharing their experience of eating disorder recovery to raise awareness.

We would like a volunteer who can spend a few hours a week providing some additional administration support. The Admin Volunteer will work closely with Volunteer Coordinators as well as with other teams within Beat to support the charity to maximise volunteering.

By sharing your valuable time and skills with us, you can become part of a committed team, working together to end the pain and suffering caused by eating disorders.

**Key Responsibilities of the Role**

The Volunteering Team Admin Volunteer would join the team to support with a variety of tasks which will include some of the following:

* Collecting information about volunteer activity and impact and creating reports in Excel.
* Support the compilation of email updates/newsletters for Beat volunteers.
* Support with promotion of volunteer roles locally and nationally.
* Researching organisations that could host a talk about eating disorders.
* Supporting Beat staff to run online discussions and events for volunteers.
* Checking documents and website pages to ensure that they are up to date.
* Provide other general administrative support for volunteer programmes.
* Attend team meetings and where appropriate input suggestions
* Other tasks to suit your area of interest and the specific skills you would like to offer.

As a Beat volunteer you will get regular one-to-one support from a member of Beat staff

as well as development opportunities to increase your knowledge and skills.

**Requirements**

* A regular commitment to giving a minimum of 4 hours a week. At least two hours a week must fall between 8.30am and 5.30pm Monday-Thursday to ensure that at least some of the time you are volunteering overlaps with Beat staff.
* This role is remote/homebased so you must have access to a computer and internet.

Personal Competencies

* Computer literacy - experience of using Microsoft Word, Outlook, Excel and the internet.
* Excellent written and verbal communication skills
* Excellent organisational skills
* Be able to work within Beat policies of Confidentiality and Data Protection
* Ability to follow processes and ensure attention to detail
* Ability to work independently using own initiative
* Drive to support the Volunteer Team to deliver high quality volunteering towards the charity’s goals

Specific Knowledge

* An interest in mental health
* An interest in administration
* Knowledge, or demonstrable ability to gain understanding, of eating disorders

**Applications**

To apply, please complete the forms and return to[**volunteer@beateatingdisorders.org.uk**](mailto:volunteer@beateatingdisorders.org.uk)