

**Volunteer Role Title: Administrative Volunteer****Volunteer attributes:**

This role would be best suited to somebody who:

- Has great attention to detail
- Is capable of concentrating on the same task for a longer period
- Has some familiarity with using Microsoft Word and Microsoft Excel
- Likes working alone rather than in a group
- Is reliable & trustworthy
- Is looking to gain some experience of working in an office environment

**The purpose of the role:**

The role of an administrative volunteer would be to support with day-to-day administrative tasks at the LGBT centre and might include completing many different administrative tasks that get carried out at the LGBT centre. Some examples of this would be:

- Collating data onto a spreadsheet, such as statistics or evaluation data, that helps us look at who uses our services and their experiences
- Organising the training materials that allow us to deliver LGBT awareness training externally
- Assisting with creating the documents that let people know what's going on at the LGBT Centre

**Role Summary**

**How long will the role last for?** Admin support is an ongoing role

**Time commitment:** To support as and when required

**Would the role require specific training?** Yes, One core training plus specific training for the role

**Location: Where will the volunteer be expected to go fulfil their role?** At Birmingham LGBT centre

**Application process:** Email [sianfinn@blgbt.org](mailto:sianfinn@blgbt.org) with a paragraph about why you want to volunteer, attend an informal interview, complete an application form, provide two references and complete a DBS check.