

Admin Support

Purpose of role:

At Noah's Ark we often need help with a variety of administration tasks. If you would like to support us with admin on either a regular or occasional basis then please do get in touch. We would ideally like a volunteer to commit to supporting us in this role for a minimum of 6 months, but this can be flexible.

Specific administration roles are also available, and these are advertised in our weekly update email sent to all registered volunteers.

Opportunities of the role:

- Gain experience working in an office environment
- Build confidence to complete tasks independently
- Develop research and organisational skills

Main activities/tasks:

Tasks will vary, depending on the specific administration role. However, examples of support needed will include:

- Help with office administration, usually using a PC
- Answering the phone
- Carrying out research
- Large mail outs
- Counting money
- Inputting information on to our database

Qualities/experience/skills needed:

- Computer/internet skills necessary for most administration roles
- Friendly, enthusiastic with good communication skills
- Previous experience of working within an admin environment is preferable
- A commitment to abiding by all data protection and confidentiality policies within Noah's Ark

Training:

At Noah's Ark we value volunteer support, but we are also aware that not all roles are suitable for everyone. The interview and training process is in place to ensure that the Noah's Ark staff get to know more about you, to ensure that you are given the correct training for the role and so that you can find out if this is a role you would like to undertake. The training process is as follows:

- **Attend a Volunteer Induction** (all potential volunteers have to attend one of these sessions before they are able to get involved in any capacity)
- **Attend an informal interview** (if successful at this stage the volunteer would then be invited to join the next training programme)
- Relevant **training** will be given during first shift

Location:

Noah's Ark Children's Hospice – Main Office
3 Beauchamp Court
Victors Way
Barnet
EN5 5TZ

Minimum Age:

16 years

Role Availability:

We have specific administration roles for volunteers which may be currently full - please ask the People Development Team for current role availability: volunteering@noahsarkhospice.org.uk



Noah's Ark Children's Hospice

Volunteer Recruitment Form

Volunteer Information

Full Name:
Title First Last

Address:
House/Flat number & Street

City County Postcode

Phone: **Mobile:**

Email:

Emergency Contact:

Name Relationship Telephone Number

Availability

Which days/times are best for you to volunteer?

- Weekdays School Term Daytime Flexible
 Weekends School Holidays Evening Other please state

Additional Information

1. Are you part of a family (or do you know a family) who either currently receive or have in the past received support from Noah's Ark Children's Hospice?

- Yes No

If YES – please give details:
[Click here to enter text](#)

It is our policy that current NACH family members (immediate family and extended family) as well as those with a close personal connection to a NACH family are not immediately able to become volunteers. Please contact us for a detailed explanation.

2. Do you have any disabilities or health issues it would be useful for us to know about and are there any reasonable adjustments we can make for you? (e.g. wheelchair access etc)

[Click here to enter text](#)

3. Where did you hear about Noah's Ark?

[Click here to enter text](#)

4. Please insert any other information you would like us to know or you feel is relevant:

[Click here to enter text](#)

Disclaimer and Signature

We are committed to the Safeguarding of children. All volunteer roles involving direct contact with Noah's Ark families are subject to an enhanced DBS application.

In accordance with the 1998 Data Protection Act, I agree that Noah's Ark Children's Hospice may hold and use personal information about me. It will be held securely and only used by authorized personnel. It will not be shared with any other organization or third party.

Signature: [Click here to enter text](#) Date:

Thank you so much for taking the time to complete this form – we need this initial information to register you as a potential volunteer so we know you are keen to get involved ASAP.