



TRAID Volunteer role description

Organisational information:

TRAID (Textile Recycling for Aid and International Development) is a charity committed to protecting the environment and reducing world poverty through recycling and delivering educational programmes and campaigning within the UK. These activities are supported by TRAIID's operational departments; Communications, Retail, Recycling/Environment, Education, Finance and Volunteer Services. These departments work together to help achieve TRAIID's charitable objectives including the funding of sustainable development projects in some of the poorest regions of the world.

Role title: Reception and Admin Volunteer

Department: Head office

Purpose of role:

To support the work of the Senior Management Team by ensuring administration and internal communications are dealt with efficiently and effectively.

Main activities/tasks:

- Answering the door and being the first point of contact for visitors.
- Distributing incoming mail (internal and external) to relevant departments
- Preparing outgoing mail
- Answering telephone calls to the Head Office main line, including taking and passing on messages where necessary
- Keeping the central filing system up to date
- Monitoring levels of stationery and other office essentials and preparing orders as necessary
- Other tasks as may reasonably be required as part of the role

Skills/experience required:

Essential

Good organisational skills

Friendly, outgoing manner

Ability to follow instructions and work to detail
A good standard of written and spoken English
Good standard of numeracy

Desirable

Some previous experience of administrative work
Knowledge of computer packages such as Microsoft Word, Microsoft Outlook and Access
Knowledge of the voluntary sector

Training offered:

- On the job training will be offered
- There may be scope for further training in Access and other relevant computer packages

Location:

TRAID head office, 5 Second Way, Wembley, Middlesex, HA9 0YJ.

Expenses:

Out of pocket expenses, supported by receipts, will be paid in line with TRAIID's expenses policy.

Hours:

Any time during usual office hours, which is 9am – 5pm, Monday to Friday. Volunteers must be able to commit to at least one day a week, although this could be split into 2 half days.

Minimum length of time commitment:

A minimum commitment of at least 6 months would be ideal.

Reporting to:

Peter Stokes, Volunteer Services Manager.