

Volunteer Admin

We welcome volunteers, they are a valuable part of our team. There are a range of upcoming community creative projects including fashion & fashion styling. You'll be working with various members of the community including young people. Volunteers are required for a variety of administrative roles including social media & marketing, communication, project planning, drafting letters, monitoring and research, maintaining the database, sitting in on online sessions, welcoming and looking after visitors/guests, songwriting & music projects and much more.

What is required:

- Volunteers with a flexible approach
- Reliability
- Trustworthy
- Able to commit to 6 hours per week; Either one day, or split into 3 hours or by negotiation.
- Living within easy access to the inner London area
- Experience with Google Docs, Excel spreadsheets, Adobe Suite, Microsoft Teams, Zoom.
- Good command of the English language
- Understand working with a diverse community.
- Working independently as well as part of a team.
- Able to demonstrate
- Deliver on projects outcomes/goals
- Support the decision making and planning process

Key Tasks:

- Assisting with record keeping, paperwork and updating databases.
- Researching suppliers and drafting equipment docs for new and existing projects.
- Helping new visitors with enquiries and directing accordingly.
- Photocopying, responding to emails etc.
- Shredding confidential documents as required.
- Booking meetings both digitally and in person.
- Creating resources such as documents, templates, agendas spreadsheets and minutes for meetings etc.
- Help run campaigns and develop new projects.
- Visit on new site projects and general assistance
- Ad hoc admin tasks.

Is this the right role for me?

- Do you Live near Kilburn, Wembley or within easy access to these locations?
- Are you able to speak and write English fluently?
- Able to use your own initiative as well as work as part of a team.
- Have a good understanding of IT and specifically Microsoft office, Google Docs Suite, MS Teams, MS Powerpoint, Zoom,
- Comfortable navigating the internet, sending emails, researching etc.
- Flexible and efficient with strong written and verbal communication skills.
- Able to commit to 6 hours per week on a regular basis (or by negotiation)?
- Are you over 18 years of age?
- Have permission to work in the UK or certification of sponsorship
- Benefits of volunteering:
 - Meeting new people and being part of a friendly and supportive team.
 - Learning new skills and boosting your confidence
 - Increase your sense of wellbeing and personal development.
 - Support others
 - Attending training courses to boost your skills
- Can help you progress to paid employment as you gain experience that may prepare you for work and we will provide references.

 07908097202

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