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**Role Profile & Person Specification for Volunteer Administrator**

**Job Title:** Administrator

**Time Commitment:** 8 hours per week (flexible)

**Position Type:** Volunteer (Part-Time)

**About Dignity Boxes:**

Dignity Boxes is a charity dedicated to providing essential toiletries and personal care items to those in need. Our mission is to ensure that everyone maintains their dignity by having access to basic hygiene products. We achieve this by distributing dignity boxes through local support organizations and community groups.

**Role Overview:**

We are seeking a dedicated and organized Part-Time Volunteer Administrator to join our team. The ideal candidate will assist the Operations Manager with the regular administrative tasks and help ensure the smooth operation of our charity. This role is crucial in helping us maintain our commitment to dignity and support for those in need.

**Key Responsibilities:**

* **Administrative Support:**
  + Manage and respond to emails and phone inquiries.
  + Maintain and update our databases and records.
  + Organize and schedule meetings, including preparing agendas and taking minutes.
* **Event and Project Support:**
  + Assist with planning and organizing fundraising events and donation drives.
  + Support ad-hoc projects and initiatives.
* **Communication and Outreach:**
  + Help manage our social media accounts and website content.
  + Gather feedback from volunteers, partners and beneficiaries.
  + Engage with community partners and stakeholders to promote our mission.

**Qualifications:**

* Strong organizational and time-management skills.
* Excellent written and verbal communication skills.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and basic knowledge of social media platforms.
* Ability to work independently and as part of a team.
* Passion for our mission and a desire to make a positive impact in the community.
* Previous administrative or project coordination experience is a plus.

**Benefits:**

* Opportunity to make a meaningful difference in the lives of individuals in need.
* Gain experience in nonprofit administration and project management.
* Flexible working hours with the ability to work remotely.
* Be part of a supportive and dedicated team committed to promoting dignity and respect for all.

**How to Apply:**

If you are interested in this role and meet the above qualifications, please send your resume and a brief cover letter explaining your interest in volunteering with Dignity Boxes to [Isabel@dignityboxes.co.uk](mailto:Isabel@dignityboxes.co.uk).

**Application deadline**: 12th August 2024.

Join us in our mission to provide dignity and support to those in need. Together, we can make a difference!

For more information about our organization, please visit our website at [www.dignityboxes.co.uk](http://www.dignityboxes.co.uk).