

Office Volunteer

Location: Winston's Wish, Conway House, Worcester Street, Gloucester, GL1 3AJ.

Who is Winston's Wish?

Winston's Wish provides emotional and practical bereavement support to children and young people up to the age of 25, their families and those who care for them.

About this role

We are on the lookout for an office volunteer to help support our admin team with a number of administrative tasks at our Head Office in Gloucester. If you are keen to be a hands-on volunteer helping in the day to day running of Winston's Wish this could be for you. You'll get the opportunity to answer the phone, oversee email inboxes, input integral data on to our database as well as posting out key literature and resources to the bereaved families and professionals we support.

What will I be doing?

- Answering calls to the switchboard in a friendly and professional manner.
- Monitoring shared email inboxes.
- Posting leaflets and resources out to families and professionals.
- Processing orders and liaising with our fulfilment company to have them dispatched.
- Inputting data into and pulling reports from our database.
- Ad hoc admin tasks such as sending out fundraising mailings.

What skills do I need?

- Strong IT skills (ideally including previous use of databases).
- Strong written and verbal communication skills.
- Excellent interpersonal skills.
- A good team player.
- Excellent organisational and time-management skills.

What will I get in return?

- A rewarding experience making a difference to children and young people impacted by bereavement.
- Meeting new people.
- Being part of an enthusiastic, supportive and encouraging team.

How much time do I need to commit?

We are looking for someone who is able to volunteer eight hours a week, ideally spread across two days.

How do I apply?

For more information or to apply for this volunteer role please email volunteer@winstonswish.org. By emailing us you agree for us to contact you about volunteering.