



Office Volunteer Appointment Brief

Office Volunteer

If you want to change lives, call us - we want to hear from you!

Become part of a dynamic charity, with a great mix of people committed to making a real difference for young people through a range of fun and challenging programmes and initiatives.

Action4Youth changes lives and creates better chances for young people by creating opportunities to discover their personal strengths and potential.

We work with young people from all backgrounds and all abilities to make a real difference to their futures.

We are a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region.

This is an opportunity for someone with a can do attitude and a strong desire to make things happen.

You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be based in our office in Aylesbury and should expect to enjoy being part of a collaborative, loud and energetic organisation.

Our Mission

To support all young people's growth towards fulfilling and responsible adult lives, A4Y develops physical, mental, spiritual, moral and cultural abilities which act as:

- A Springboard towards realising dreams
- A Safety Net for those at risk
- A Voice of influence from the young and for the young

In order to benefit as many young people as possible while maintaining A4Y's financial stability, we partner with those (government, schools, youth clubs, businesses, trusts and foundations and others) who share our mission.

What we do

Action4Youth delivers various youth programmes including; the National Citizen Service (NCS), The Inspiration Programme (TIP), The Junction and an established mentoring programme.

Action4Youth takes the strategic lead for the voluntary organisations supporting children and young people aged 5 – 25 years across its area. It has around 50 organisations in membership and offers a range of essential support and services.

Our outdoor education centre, Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

Action4Youth is the operating authority for Buckinghamshire, Milton Keynes and Northamptonshire for Open Awards Groups for the Duke of Edinburgh Award Scheme.

Job Description

Job Title

- Office Volunteer

Location

- Aylesbury, Buckinghamshire

Position in the Organisation

- Reports to: The HR and Admin Manager
- Working with: The Action4Youth Staff Team

Main Purpose and Scope of the Role

- To assist with the smooth running of the office.
- To provide administrative and general day to day office support to the HR and Administrator and the wider team.

Duties and Key Responsibilities

- To carry out general day to day administrative tasks for Action4Youth to include:
 - Filing
 - Photocopying and scanning documents
 - Answering the telephone
 - Dealing with routine correspondence/emails
 - Archiving documents
- Health and Safety to include:
 - Assisting with the office Risk Assessments
 - To complete DSE (Display Screen Equipment) assessments with staff
 - To carry out annual licence and insurance checks for staff across both Action4Youth sites
 - To organise regular fire drills in consultation with the landlords
 - To organise the biennial PAT testing of electrical equipment
- Membership Administration to include:
 - Helping to log membership renewal information on Beacon (CRM system)
 - Helping with requests to hire equipment

General Responsibilities

- To have regard for Action4Youth's vision and mission, and to display a commitment to equal opportunities and to the protection and safeguarding of young people
- To report any behaviour, conversations or comments which are inappropriate within a setting for children and young people

- To take responsibility, as part of the team, for all Health and Safety work related matters
- To work within the guidelines of Action4Youth policies and procedures

Person Specification: Office Volunteer	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
An interest in helping children and young people and enthusiasm for the work of Action4Youth	E	I
Experience of working in an office environment	D	A/I
Experience of working in a voluntary capacity	D	A
Excellent written and spoken communication skills and an ability to communicate well at all levels	E	A/I
Strong computer skills (experience using Microsoft Office and databases)	E	A/I
Ability to work alone using own initiative	E	I
A team player who is outgoing, friendly approachable, flexible and enthusiastic	E	I
Strong interpersonal skills, tact, sensitivity and diplomacy	E	I
An understanding of the ethos, values and culture of Action4Youth	E	I
Demonstrate an awareness of equal opportunities	E	I
Current driving licence and use of a vehicle	D	I

Time commitment

The time commitment is flexible, but we suggest a minimum commitment of 10 - 15 hours a week worked over 3 - 5 days for an initial three-month period.

To Apply

To apply for this role please send a CV and supporting statement to Jan Knight, HR and Admin Manager via email jan.knight@action4youth.org. The supporting statement should concentrate on addressing the skills and experience requirements of the person specification above.

There is no closing date for this position. It will remain open until we find the right person.

If you would like an informal chat regarding the role, please contact Jan Knight on 0300 003 2334.

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5 Smeaton Close
Aylesbury
Buckinghamshire
HP19 8UN

Telephone: 0300 003 2334
www.action4youth.org

Action4Youth is committed to safeguarding and protecting the young people that we work with. All our posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.