

Administrative Volunteer

Admin Volunteers support the activities in the Spare Tyre office, which is located in Belsize Park. They support the administration of Spare Tyre through activities such as looking after the database, marketing tasks, and assisting with mail-outs. Admin Volunteers need to have some experience of working on computers. The amount of Admin Volunteers that we need varies a lot around activity, but it is always worth applying in case we have opportunities coming up.

Goal – To provide valuable administration support to the staff team.

Sample Tasks –

- Research – for example, finding new venues or organisations, tracking down contact information, researching new IT or other products.
- Maintenance of company database.
- Assisting in mailouts for show publicity.
- Various office maintenance activities such as creating inventories and filing.
- Marketing activities such as mail-outs and flyer distribution.
- To undertake additional tasks that may arise on a day to day basis.

Useful Skills and Qualities –

- Basic computer skills (word processing, internet). Experience of macs preferable.
- Experience of working within a small team.
- Good inter-personal skills.
- Good standard of English and Maths.
- Enthusiasm and a willingness to undertake other tasks and learn new skills.

Time Commitment –

The ideal commitment for regular volunteers would be one day or two afternoons a week. This would start with an initial maximum 8 week

period. After this a review will take place with the Administrator to decide whether to lengthen the time. We also rely upon a team of volunteers who do not have a regular day but who can be called upon to come into the office often at quite short notice. The exact nature of your time commitment will be agreed between you and the Administrator in advance.

Work Location –

Our offices are fully accessible to people with mobility impairments (parking for blue/orange badge holders is also available). We are located at:

Unit 3.22, Canterbury Court
Kennington Park
1-3 Brixton Road
London SW9 6DE

The nearest underground station is **Oval** (Northern Line).
The nearest underground and train station is **Vauxhall** (Victoria Line and London Overground line).