



# Aphasia Re-Connect

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## Volunteer Administrator role outline

### We are looking for an Admin Volunteer to help support the smooth running of Aphasia Re-Connect

Join our vibrant and friendly team of volunteers, helping create opportunities for people with communication difficulties following stroke or brain injury to re-engage with life.

As a small charity, we invest every penny back into our services – and our people. You will have the opportunity to:

- Develop new skills or put existing expertise to use
- Meet and work with new people, and
- Receive ongoing support and training in your areas of interest.

### The role

Our Admin Volunteer will play a key role in supporting the smooth running of the charity. Whether helping with the day to day administration of the service, organising activities and events, or liaising with Trustees, volunteers or donors, you will be helping to provide our vital service to more people with Aphasia.

### What skills will be useful?

- Reliable and professional with good communication skills
- Experience in any of the following would be useful: administration, data entry, maintaining electronic records, websites, organising meetings or events.

### When are you needed?

- Working from home and with flexible hours, the role can fit around your own schedule.
- Ideally we would like a commitment of 3-4 hours per week for a minimum of 6 months.

### How to apply

- We will ask you to complete an application form (including 2 referees); have a short phone conversation about what you'd like to achieve through volunteering; and attend an induction session. We will organise an Enhanced DBS check.