**Office Support Volunteer**

## Job Description

Role Title: Office Support Volunteer

Hours: 4-8 hours per week (flexible)

Location: Based at DCF’s Office in The Spire, Poole High Street

Accountability: Reports to the Office Administrator

## Overview

The Office Support Volunteer post is an excellent opportunity to develop skills and experience within office management and grant-making, with the aim of making life better for people in Dorset. This exciting role will be diverse and varied depending on projects and grants programmes DCF are running at any time. DCF will cover reasonable volunteer expenses.

## Key Responsibilities

* Maintenance of our database, with the aim of ensuring all records and contacts are always up to date and accurate
* Support the day to day office upkeep, including filing
* Provide administrative support to the Office Administrator
* Provide grants administration support to the Grants Manager during busy periods. This will include inputting applications into our database and setting up files
* Provide members of staff with support in preparation for events

## Requirements

* Use of laptop, internet connection and Microsoft Office is essential
* Ideally, we would like someone who can commit to 4-8 hours per week
* Confident working with computers and at least 2 years-experience using Microsoft programmes
* Personable, enthusiastic and keen to learn new skills
* Methodical, meticulous attention to detail and well-organised
* Ability to maintain confidential and sensitive information
* A good communicator who enjoys building relationships and supporting communities in Dorset

The Foundation recognise that in our society groups and individuals have been and continue to be discriminated against. The Foundation is committed to achieving Equality and Diversity in all aspects of its work. We, therefore, oppose discrimination on grounds of age, race, colour, nationality, ethic or national origin, gender, transgender, religion, marital status, sexual orientation, disability, HIV status or other health related reasons, religious belief, political opinion, social status, language and all forms of discrimination direct or indirect which restricts or hinders the promotion of equal opportunities.

As a volunteer you will receive full induction to the Dorset Community Foundation, the role, and ongoing support from our Office Administrator.

If you are interested in this volunteering opportunity with Dorset Community Foundation then email Hannya at [admin@dorsetcf.org](mailto:admin@dorsetcf.org)