

VOLUNTEER ROLE DESCRIPTION FOR  
LETHAM FRIENDSHIP NETWORK.



Role Title: Administration

Outline of the role:

- File efficiently
- Attend to any postage being delivered to groups and any postage that may need sent out.
- Answering enquiries by phone.
- 2+ hours a week

Skills, Attitudes and Experience needed:

- No experience in admin necessary
- Confident at speaking on the phone

Benefits to the volunteer:

- Admin experience to apply to CV.
- Builds Confidence
- Builds relationships with new people

Where: Letham4All Hub or organize from home.

When: Start date would be discussed between volunteer and members of the group depending on availability.

Support: **Jade Craig** Volunteer Development Officer of Letham4All will provide help and support when needed.

Contact: [vdo@letham4all.org.uk](mailto:vdo@letham4all.org.uk) , 07702286034

How to get started: Contact Jade Craig and a start date will be arranged