

Reg. charity no. 1058540

VOLUNTEER YOUR WAY TO WORK

Volunteer your way to work provides tailored volunteering opportunities to gain experience, skills and confidence aimed at making the transition into work easier and less daunting. Working within ESTEEM you will have support of a mentor and staff team during the process, completing with a reference from us, a CV and easier access into meaningful employment.

Office Assistant

Hours: Regular hours to be confirmed at interview, commitment of 2-6 months required
(CV writing drop in Thursday 11am-3pm)

Location: ESTEEM % The Old School House, Ham Road, Shoreham

Responsible to: Youth Coast Project Manager and ESTEEM management team

Interview Required

JOB DESCRIPTION

This role consists of being in the office and assisting with various tasks. It would suit someone who likes administrative roles or is looking to develop administrative skills and who would be comfortable working in an office environment.

TYPICAL DUTIES

- Taking minutes for meetings when appropriate
- Running the reception at The Old School House, answering and directing phone calls, taking notes and making sure these are passed on to relevant staff members.
- Typing up notes and organising online systems in partnership with staff.
- Assisting with finance tasks and filing
- Being a runner when required and making trips to the post office or shop.
- Welcoming those coming into the building, offering refreshments and directing them to relevant staff members
- Ensuring the office is tidy working space and resources such as stationary is stocked and organised.
- Be active in creating a positive working environment and culture while others are working in the space.

ESTEEM

The Old School House, Ham Road, Shoreham-by-Sea, West Sussex BN43 6PA
01903 854987 hello@esteem.org.uk www.esteem.org.uk

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PERSON SPECIFICATION

- You will be friendly and approachable, able to welcome others into the building
- Able to speak to others about the work of ESTEEM when enquiries occur.
- Ability to use IT and relevant software such as google docs and word.
- Ability to answer the phone and speak to members of the public.
- Good organisation skills and attention to detail.
- Ability to support staff members and work as part of a team as well as independently.
- Ability to work within systems and develop more efficient ways of working.

WHAT YOU CAN EXPECT FROM ESTEEM

At ESTEEM we care about your wellbeing and development. We are committed to support you in making positive change and reaching your goals.

You can expect the following from us,

- New opportunities both in the UK and abroad.
- Support and advice every step of the way.
- 1 hour of vocational mentoring a week with an experienced and professional mentor.
- The opportunity to create an up to date CV which includes new skills learnt within our CV and careers drop in session
- A national accreditation for your voluntary work if you are aged 14- 25 and a certificate of completion from ESTEEM
- Valid experience within the voluntary sector.
- Training in both general work skills as well as those specific to your role.
- A reference for future employment from the ESTEEM staff.
- The opportunity to go on to future work placements with local businesses in different sectors.
- The satisfaction of knowing that you are making a vital difference to the work of ESTEEM and in supporting young adults from a disadvantaged background.

For further information and to arrange an interview please email emma.edwards@esteem.org.uk