



Office Volunteer (Croydon)

Young Roots works directly with young refugees and asylum seekers in North London and Croydon, aiming to improve their wellbeing and life chances.

We are looking for an **office volunteer** for 1 day per week to assist with administrative task including entering session registers, debriefs and registration forms onto our database; filing; shredding; and ad hoc computer-based tasks to support our youth activities in Croydon.

All volunteers will need to provide 2 references, undergo a Young Roots DBS check and attend Young Roots safeguarding training. Travel expenses within Greater London are covered.

Young Roots recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. As an organisation that supports refugees, asylum seekers and migrants, we particularly welcome applications from within these communities, as they are currently under-represented in the organisation.

Days: Ideally Tuesdays but flexible for the right person

Hours: 10:00 – 17:00

Workplace: Croydon Office – CR0 2XX

Start date: ASAP

Please see below for the role description and person specification and to apply, email completed application forms to Michele Kirschstein at michele@youngroots.org.uk

Application deadline: ASAP / Rolling deadline – applications will be accepted until the position is filled

Interviews: TBC

ROLE DESCRIPTION

In this role you will:

1. Work with the Croydon Project Worker and Service Manager to input backlog of registers, debriefs and registration forms onto the database
2. Assist with organising Young Roots' paper filing system, including shredding old documents
3. Other office-based, administrative tasks to support the team
4. Support the Project Worker to make posters and letters for upcoming activities
5. Report any problems, accidents or concerns to project staff.
6. Read, understand and agree to Young Roots' child protection/safeguarding policy.
7. Attend and take part in training as agreed with Project Worker and Service Manager.
8. Attend and take part in supervision meetings with the Project Workers when necessary (usually not more than once a term).
9. Inform project staff immediately if you are unable to attend one or more days or if you will be late.

PERSON SPECIFICATION

Essential

- High level of computer literacy, and especially confident using a computer for data entry
- Excellent attention to detail and organisation skills
- Reliable and punctual
- Good team working skills
- Good command of English
- Good communication skills
- Ability to work independently
- Interest and commitment to Young Roots' work
- Willingness to undergo an enhanced DBS check and take part in safeguarding training

Desirable

- Experience of working in a small charity
- Experience using Lamplight database