

# Volunteer Role Description



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| <b>Role Title</b>      | Administration Volunteer – People Team                    |
| <b>Role Location</b>   | Warwick Myton Hospice                                     |
| <b>Role Days/Hours</b> | Flexible within working hours (Monday – Friday 9am – 5pm) |
| <b>Responsible To</b>  | Head of Volunteering / HR Business Partner                |

## The Myton Hospices – *Enhancing lives, empowering people*

At Myton we believe that everyone matters for every single moment of their life and that treating patients with dignity and respect is more important than meeting targets. We passionately believe that the final part of someone's life is as important as the beginning. We also know that making someone feel better is not just about medicine – sometimes holding someone's hand or taking the time to listen to their fears makes the greatest difference – if someone you love was dying isn't that what you would want for them?

In the last 12 months, we have worked with and supported over 1,400 patients and their families across Coventry and Warwickshire. This is in our hospices, via our patient and family support services and in the community through Myton at Home. We have to raise over £7.8 million to continue providing our care and can't do it without amazing people like you. Volunteers play a vital role in the services that we are able to offer – they are highly valued and we just couldn't operate without them!

Our Values:

- ☆ **One Myton**, one team, one goal – delivering holistic care
- ☆ **Professional** in all we do
- ☆ **Respect** and dignity for all
- ☆ **Value** every individual and ourselves

## The Volunteering Opportunity – *How you can make a difference*

**Do you want to improve your admin skills or use your existing skills to support Myton's People Team? Then we have the perfect volunteering opportunity for you....**

This is an exciting new volunteer role that will provide administration support to help to assist with the smooth running of the People Directorate, comprising of Human Resources and Volunteering Development. The role is a varied administration role that gives you the opportunity to use and build your skills to contribute towards the success of these teams. Having the support of volunteers will be invaluable to the smooth running of our staff and volunteer support across the charity!

We are looking for a number of people to support People Directorate activities throughout the week and can be flexible around times and days offered.

☆ **The time that you give as a volunteer will make a huge difference...** ☆

## Key Duties – What your role will involve

Some of the key duties involved in the role are as follows:

- ☆ Data input across our employee and volunteer database systems
- ☆ Digitalisation of employee and volunteer files
- ☆ Maintaining personnel files e.g. making up new starter files, regular filing
- ☆ Preparing files for off-site archiving
- ☆ Preparing employee and volunteer ID Cards
- ☆ Supporting the recruitment process by arranging interviews and collating applications
- ☆ Assisting with mail-outs e.g. DBS renewal letters, invites to volunteer thank you events
- ☆ Creation of a volunteer monthly newsletter
- ☆ Researching volunteer recruitment avenues and potential partner organisations to grow volunteer numbers across our hospice sites and retail stores
- ☆ General administration duties as and when required e.g. photocopying, collating documents

## Skills & Qualities – Will the role suit me? Yes, if you are...

- ☆ IT literate, particularly proficient in Microsoft Office, including Word, Excel and Outlook
- ☆ Competent in using printers, scanners and photocopiers
- ☆ A good communicator
- ☆ Well organised and take a structured, methodical approach to your work
- ☆ Someone with a keen eye for detail
- ☆ Enthusiastic and cheerful, with a positive, professional attitude
- ☆ Reliable and punctual
- ☆ Someone who enjoys working in a busy team environment, with varied tasks
- ☆ Able to demonstrate a basic knowledge of data protection and confidentiality
- ☆ Respectful of others and their diversity
- ☆ Passionate about helping families in your local community

## Benefits – What can Myton offer me as a volunteer?

- ☆ The opportunity to work as part of a welcoming, professional, and successful team
- ☆ The chance to make use of existing skills and develop new skills and experiences linked to an administration environment
- ☆ A reference that can be used in future employment
- ☆ Reimbursement of your travel expenses within the boundaries of Coventry & Warwickshire
- ☆ An opportunity to make a difference and support your local community



**The time that you give as a volunteer will make a huge difference...**

