



Volunteer Program Description

Office Admin

What is the Office Admin Program?

Taking part in the Office Admin program will involve volunteering at the Gendered Intelligence Office by assisting with general clerical duties, organising the office and assisting with other day-to-day tasks. Office Admin volunteers can develop to focus on supporting the area of work they're most passionate about.

It is ideal for volunteers based in London who can volunteer regularly, especially for a specific shift each week or fortnight. You'll be making a massive contribution to the running of GI by freeing up staff time to focus on service provision.

What's involved?

- Filing, photocopying and shredding
- Assembling client information packages.
- Data entry and mailing.
- Maintenance of office space.
- Other duties as assigned.

What will I get out of it?

- Admin experience useful in many lines of work.
- Experience using computers and other digital literacy skills.
- Opportunity to utilise existing skills and develop new ones.
- Opportunity to meet other members of the community and make friends at our volunteer social events.
- All volunteers receive access to our in-house training and CPD program.

How do I get involved?

Complete the webform on our website: www.genderedintelligence.co.uk
Email the Volunteer Coordinator at: volunteer@genderedintelligence.co.uk

This role is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract