

Volunteer Role Description

Office Volunteer

Title: Office Volunteer

Potential time commitment: Negotiable, a few hours once a week would be preferred

Location: John Eccles House, Robert Robinson Avenue, Oxford Science Park, Oxford, OX4 4GP

About Soundabout

Soundabout is a national charity that aims to use music and sound to unlock the potential of children, young people and adults with severe or profound and multiple learning difficulties, including those with autism. Established in 1995, the organisation received charity status in 1997. Since then, we have pioneered the use of music, rhythm and sound to give disabled children and adults a voice, a way to express themselves and be listened to.

What this role will entail

Office Volunteers will help support staff in the office with a range administrative tasks and information services across the various departments. This voluntary position would suit someone who is organised and with some prior administrative experience from either working or volunteering. Good IT skills are desirable, though not essential as full training will be given.

Specific responsibilities and tasks

- General office duties including stock replacement, photocopying, filing and archiving
- Letter writing – correspondence and thank you notes
- Answering and transferring telephone calls
- Inputting evaluation and feedback information
- Advocate on behalf of the charity

Reporting to: Programme Officer

Training: All training will be provided dependant on the role and responsibilities

Expenses: Out-of-pocket travel costs between home and volunteering place will be offered. Any reasonable expenses agreed in advance with the volunteer line manager.

How to apply: Please send the completed volunteer enquiry form to philippahigginbottom@soundabout.org.uk or Soundabout, John Eccles House, Robert Robinson Avenue, Oxford Science Park, Oxford, OX4 4GP