

Volunteer Role Description

Office Data Volunteer

Please note that due to the current Covid situation, all volunteering roles will be virtual for the foreseeable future. Please contact our volunteer manager Philippa Higginbottom (philippahigginbottom@soundabout.org.uk) to discuss this and how roles may differ as a result.

Potential time commitment:

Negotiable, though a few hours commitment 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 Data Volunteers will help support staff in the office with a range of administrative tasks and information services across the various departments. This voluntary position would suit someone who is organised, has strong attention to detail and is able to work autonomously and follow processes carefully. Good IT skills are desirable and a knowledge of Salesforce CRM, or CRMs in general would be helpful.

Specific responsibilities and tasks

- Keeping our Salesforce CRM up to date- inputting data etc
- Managing new subscribers and enquiries by responding to them and storing their data appropriately
- Inputting evaluation and feedback information
- Advocating on behalf of the charity

Reporting to: Philippa Higginbottom- Business Administrator

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