

Admin Support Volunteer

What is The Royal British Legion?

The Royal British Legion (the Legion) is the UK's leading Armed Forces charity. We are at the heart of a national network that supports our Armed Forces community through thick and thin – ensuring their unique contribution is never forgotten. We provide services and support to all members of the British Armed Forces and their families.

You can find out more about the charity on our website www.britishlegion.org.uk/about-us/ or follow us on Twitter at @PoppyLegion

What is an Admin Support Volunteer?

The Royal British Legion provides services and support to members of the Armed Forces community, at our offices or in the community. In this role you will be supporting the Legion by contributing to the smooth running of a Legion office.

What will you be doing?

This role may involve:

- Answering the telephone and undertaking general administrative tasks.
- Inputting data and maintaining filing systems.
- Supporting the planning and organising of events.
- You may have the opportunity to be involved in sales of Poppy Shop items using the electronic ordering system (no cash handling, if based in a Pop In Centre), which may include restocking products.

This may suit people who are:

- Confident in the use of computers and the internet, particularly Microsoft Office and email.
- Experienced in office systems and routines.
- Able to communicate clearly, both verbally and in writing.
- Able to organise own workload and work to deadlines.
- Committed to acting in line with Legion policies and procedures, including those relating to data protection; confidentiality; safeguarding; health and safety and equality and diversity.
- Willing to give a regular commitment of time.

What support will be available to you?

- A designated person to discuss your volunteering with.
- Training and opportunities for further development.
- A handbook to support your volunteering.
- Day-to-day support from a member of the team.
- A volunteer agreement that outlines both our expectations of you as well as what you can expect from us.

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

Admin Support Volunteer**What do you need to know?**

Time commitment	A regular weekly commitment of time, which will be agreed with your volunteer manager.
Training/Resources	Training, as required. Expected to complete mandatory online learning with annual refresher courses.
Expenses	Out-of-pocket travel costs between home and place of volunteering will be reimbursed, and other reasonable expenses agreed in advance.
Extra Information	The minimum age for Admin Support Volunteer is 16 years old. Two* satisfactory references required. <i>*If you are already a Legion volunteer or member we will require one reference from your Legion contact.</i>

What is in it for you?

You can:

- Develop and learn new administration skills in a busy office environment.
- Be part of a committed and friendly team.
- Gain experience and skills to build your CV.
- Make a difference in the Armed Forces community.

Our values and behaviours

Does the following describe you?

- Passionate about supporting the Armed Forces community and honouring their contribution.
- Enjoy and thrive in working in teams and with others.
- Have a desire to provide great support in all that you do.
- Committed to being the best you can and to learn and develop new and existing skills.
- An encourager, eager to share your knowledge and experience to help others.

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