

Scotty's Little Soldiers

Office Volunteer Role Description

Location	Scotty's Little Soldiers, Unit 21 Bergen Way, Kings Lynn, Norfolk, PE3- 2JG
Time commitment	Can cover a 3-hour session between office hours of 9-5pm
Responsible to	Chief Executive
Background to Scotty's	<p>Scotty's Little Soldiers is the charity for bereaved British Forces children. It provides a practical yet personal way for the public at large to show their appreciation for those brave individuals who make the ultimate sacrifice in the service of their country.</p> <p>We want every bereaved British Forces child to have access to the very best emotional support, outstanding development opportunities and the chance to smile again to build their self-esteem, confidence and aspiration. By joining in and volunteering, you can help transform children's lives.</p>
Role Description	<p>Are you an excellent communicator who enjoys talking to people and could volunteer your time to provide reception duties, office administration, finance support and prospect researching for the fundraising team.</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Answering the phone being the first point of contact• Helping with Admin support duties• Completing research as directed by the fundraising team• Providing support to our Financial Team
What's in it for me?	<ul style="list-style-type: none">• Being part of the Scotty's team, inspired, valued and appreciated• The feeling of reward, by joining as a volunteer you will help make the children smile again• Make a difference and build new friendships• Develop foundation skills of volunteering for a charity• Gain Valuable work experience to add onto your CV
Skills required	<ul style="list-style-type: none">• Excellent communicator both orally and in writing• Able to work on own initiative as well as part of a team• Friendly and confident telephone manner• Enthusiasm
Training and support	You'll will be supported by the office team and receive training and support relevant to the activities you would most like to participate in. You'll also be kept up to date on all the latest news through our volunteer newsletter.
Safeguarding	Anyone can get involved in fundraising for Scotty's Little Soldiers, you just need to be 16 or older and be able to provide two references.