

## **JEWISH BLIND & DISABLED ADMINISTRATIVE VOLUNTEER ROLE OUTLINE**

We work closely with tenants, volunteers and organisations to develop supportive communities within our buildings whilst connecting tenants to the wider local and Jewish community. We strive to enhance independence and boost the physical and mental wellbeing of our tenants.

This outline has been drawn up to help you understand what will be expected of you in your role as an administrative volunteer.

### **Service overview**

Jewish Blind & Disabled is looking for volunteers to help with general administrative tasks. This role is based in the head office in Mill Hill East. Volunteers will be working closely with a team of passionate and dedicated people who are working hard to make a difference.

### **Examples of duties could include**

- Printing, photocopying and collating documents
- Preparing greeting cards to be sent to tenants
- Data input
- General admin tasks required by head office department (eg Marketing & Fundraising, Tenancy Support, Community Engagement)

### **Key skills**

- Efficient, reliable and flexible
- Proficient in Microsoft Office Suite (Excel, Powerpoint, Word)
- Good communication skills
- An understanding of confidentiality and boundaries
- Willingness to undertake induction training and work within the organisation's guidelines and policies
- A desire to make a difference to people's lives

### **Time Commitment**

Hours are ad hoc as and when needed.

### **Responsible to**

Community Engagement Team Manager

### **Our volunteer framework and offering**

We will ensure anyone who gives their time to us feels valued, understood and proud to be part of Jewish Blind & Disabled through regular training sessions, communication and thank you events.

We will constantly create and expand volunteering opportunities across all of our developments and ensure all volunteers are aware of our objectives.

### **As part of our commitment to our volunteers, we will:**

- Always treat our volunteers with respect, consideration and appreciation
- Ensure you have a clear idea of your responsibilities
- Give you information about the training and support available to help you carry out their role
- Provide you with support through regular meetings or discussions
- Update you on how their work has made a difference

### **We expect volunteers to:**

- Live by our values. Jewish Blind & Disabled is guided by our strong Jewish values. Our behaviours demonstrate how we live our values. We expect all of our staff and volunteers to behave in accordance with our five values of Integrity, Respect, Fairness, Truth and Kindness
- Act in a way that doesn't discriminate against or exclude anyone
- Maintain the confidential information of the organisation and tenants whilst keeping mindful of professional boundaries.
- Follow the organisations health and safety policy
- Provide as much notice as possible if they are unable to fulfil their volunteering commitment

For more information, please contact [volunteer@jbd.org](mailto:volunteer@jbd.org)