

Facilities Administrator Volunteer Role Profile

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| Title: | Facilities administration volunteer |
| Department: | Compliance and Estates |
| Reports to: | Head of Compliance and Estates |
| Responsible to: | Head of Compliance and Estates |
| Aim of role: | To provide admin support to the facilities team |
| Time commitment: | Minimum of 4 hours per week, ideally 1 day a week. Hours to suit individual |

Tasks and activities

To assist Facilities team with a range of general or dedicated administrative tasks

To include :

* Responsible for checking, maintaining and recording supplies across various departments. Re- ordering supplies as and when required.
* Assist with internal and external room bookings. Confirm bookings and follow up enquiries/bookings to ensure the booking is delivered to a high standard.
* Photo-copying & scanning as and when required.
* Assist with planning work schedules for planned preventative maintenance across facilities and estate
* Contact supplier and contractors for facilities team when required.
* Set up and organise supplier contracts for new/existing suppliers/contractors. Review and update when required.
* Work closely with other members of the facilities team on ad hoc requirements.

The above list is not exhaustive and volunteers may be asked to take on other tasks to support and assist the smooth running of the hospice.

Skills & personal qualities

* Good computer skills including use of Microsoft Word, Outlook & Excel (
* Good organizational & time management skills
* Able to work unsupervised and use own initiative whilst also being a flexible team player
* Willingness to learn a range of tasks with full, ongoing support
* Excellent attention to detail
* Ability to multi-task and take instruction and guidance from colleagues
* Able to demonstrate a professional approach to work and respect the confidential nature of all documentation/conversations undertaken within Longfield
* Able to offer a regular commitment, ideally a minimum of one day a week
* Willingness to undertake mandatory raining and other occasional training events

Selection process – will include:

* Application form
* References
* Informal interview

Dress code

* Appropriate dress for the role to reflect the professional image of the hospice.
* A volunteer badge must be worn.

Training & support

Full training and ongoing support is provided to ensure you are happy and confident to carry out your role.

You are required to carry out the following mandatory training