

# Central Support Administrator



## What will you do?

- complete an introduction to Citizens Advice and training for your role
- work with Citizens Advice Compliance and Administration Officer to ensure the organisation is running efficiently.

Some examples of what you could do:

Collecting, sorting incoming post and franking/recording of outgoing post  
Assisting with mail outs  
Scanning / photocopying  
Stock control (stationery / leaflets / consumables etc)  
Data input using Excel  
Preparing lanyards for new starters and updating staff walls  
Calling clients (courtesy calls for appointments/ booking and rescheduling appointments)  
Meeting and greeting clients and other visitors at the reception area and showing them to the offices  
Liaising with the main reception, advising them of any appointments/visitors that are due



## What's in it for you?

- make a real difference to people's lives
- build on valuable skills such as communication and listening
- increase your employability
- work with a range of different people, independently and in a team
- Increase Administrative skills

And we'll reimburse expenses too.



## What do you need to have?

You don't need specific qualifications or skills but you'll need to:

- be friendly and approachable

- be non-judgmental and respect views, values and cultures that are different to your own
- have good listening skills
- have excellent verbal and written communication skills
- have excellent administration skills and experience
- have good maths and IT skills
- be able to understand information and explain it to others
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
- be willing to undertake training in your role



## How much time do you need to give?

Ideally we ask for 6 hours per week, which can be over one day or spread over two days, for at least 6 months.

We can be flexible so come and talk to us.



## Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.

If you are interested in becoming a Central Support Administrator and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



## Contact details

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