

Volunteer Role Profile



Volunteer Role
Volunteer Manager
Where you will be based

Sustainability Office Support
Volunteer Manager
Home

Why we want you

Do you have an eye of detail and good IT skills that you would like to share? We are looking for volunteers to us improve our sustainability practices by collating important data.

What you will be doing

- Collating invoice data and key pieces of information for properties across our portfolio
- Inputting information in an easy to read excel spreadsheet
- Liaising with key stakeholders including properties, building surveyors, procurement lead and the sustainability programme manager, to ensure records are accurate and complete.
- Providing regular progress updates to the team.
- Adhering to Barnardo's policies and procedures at all times, including Barnardo's: Safeguarding; Equality, Diversity and Inclusion; Health & Safety; Data Protection; Confidentiality; Recording policies and procedures.
- Participating fully in training and supervision.
- Volunteering within Barnardo's Values and behaviours

The skills you need

- Good communication skills, both written and oral.
- A strong attention to detail.
- Good level of understanding in using Excel.
- Ability to use Microsoft SharePoint.
- Willingness and ability to learn new systems.
- Self motivated and have the ability to work independently.

What's in it for you

- Full induction and training.
- Other training opportunities relevant to the role including project management training.
- Working with multidisciplinary team and gaining experience.
- Regular supervision and support.
- Out of pocket expenses agreed in advance.
- Access to the Barnardo's internal vacancy listing.

- Our volunteers tell us about lots of other benefits of volunteering including; experience for your CV, supporting your local community, meeting new people, increasing self-confidence, feeling like you are making a difference, improving your health and wellbeing, and a chance to contribute to a worthwhile children's charity.

Disclaimer

We look to recruit a diverse range of volunteers. If your skills don't fit the role exactly, please do not let this put you off as we are able to be flexible with most of our roles.

If you are unable to apply online through the link on this page, please contact the Barnardo's Volunteering Team on volunteering@barnardos.org.uk or call us on 0208 498 7320