



35 Hendon Lane  
Finchley, London N3 1RT  
Tel: 020 8349 3842  
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## **ADMINISTRATION VOLUNTEER**

### **Responsibilities:**

- Assisting the office team with any administration duties seen as appropriate, contributing to the efficient running of Barnet Mencap.
- Daily clerical tasks.
- To attend any training courses & complete all the appropriate Health & Safety requirements for the role.
- To deal with any other matter which would facilitate the smooth running of the office, or as may reasonably be required by the Manager.

### **Skills:**

- IT literate, including Microsoft Office.
- Good written and verbal communication skills.
- Able to deal with vulnerable people sensitively and professionally.
- Good telephone manner.
- A helpful and positive attitude.
- Ensuring the office is in a clean and presentable state.
- Flexible, innovative and self-sufficient.
- Accuracy and attention to detail.
- Respect for the diversity of our colleagues and clients.
- Friendly, reliable, approachable and a confident team player

The successful candidate will be required to complete a Disclosure and Barring Service form in line with Section 115 of The Police Act 1997.

For more information and to apply please contact **Zofia Wojcik, Volunteer & Fundraising Co-ordinator**, at [zofia.wojcik@barnetmencap.org.uk](mailto:zofia.wojcik@barnetmencap.org.uk)