

VOLUNTEER ADMINISTRATORS

INS is looking for volunteers to provide administrative support at its centre in Twickenham.

About Integrated Neurological Services (INS)

INS is a Registered Charity providing long-term support for people with neurological conditions (e.g. Parkinson's Disease, Multiple Sclerosis, Stroke) and their carers.

INS offers ongoing rehabilitation through therapy and education, together with practical self-help techniques and solutions which can help to maintain independence for as long as possible. This support can be provided in a small group or on a 1:1 basis and is offered for as long as needed.

We are based at 82 Hampton Road, Twickenham where we hold weekly therapy group sessions for each of the conditions mentioned above, family carer support groups, activities and individual sessions. We also provide home visits and regularly support staff working at other venues in Hounslow and Richmond boroughs.

Requirements

- Must be able to work as part of a team and on your own, with indirect supervision
- Good office computer skills ; use of MS office
- Good telephone skills, a clear voice and a helpful manner
- A flexible approach to work as the work will be varied and have key deadlines
- Previous experience of working in an office is preferable
- Strong literacy and numeracy skills essential
- Willingness to receive training relevant to role

Main duties may include :-

- Act as first point of contact for visitors and callers
- Answering calls and passing on messages
- Undertake photocopying, postage, filing, scanning, shredding and collation of documents
- Maintaining paper filing systems
- Assisting with mailings including mail merges and acknowledging general donations
- Dealing with stationery requirements
- Writing ad-hoc letters

Other:

To undertake any other duties as appropriate with the competence level and general level of responsibility of the role as required.

Commitment

Part-time – hours to be agreed

The office is open Mon-Fri, 9-5pm.

Only over 18's need apply.