

Office Support Volunteer – Role Description

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| Organisation Name | RASASC (Rape and Sexual Abuse Support Centre Cheshire and Merseyside) |
| What do we do? | RASASC (Cheshire & Merseyside) is a registered charity (1049826) committed to supporting people who have been affected by rape or sexual abuse. We have been providing support to people affected by sexual violence since 1995. We work in partnership with local authorities, Police & Crime Commissioners and NHS England to ensure we provide services to people affected by rape and/or sexual assault.We have offices in Chester, Crewe, Ellesmere Port, Knowsley, Halton, Northwich, Macclesfield, St. Helens and Warrington as well as offering outreach support in locations across Cheshire and Merseyside.Our core ethos is to ensure we provide free community based support that is tailored towards the needs of people affected by sexual violence. All members of the team are highly motivated towards raising society’s awareness of the prevalence and consequences of sexual violence as well as helping to challenge common myths and unhelpful perceptions. |
| Role Title | Office Support Volunteer |
| Location of role | RASASC local offices within Cheshire and Merseyside |
| Responsible to | Volunteer Manager |
| Summary of role | The Office Support Volunteers will be based in one of our local offices will be responsible for the day to day delivery of agreed administrative aspects of the office, working alongside and supporting the staff based in each location. |
| What will the role involve? | * Undertaking basic administrative tasks as required by paid staff
* Running the office to ensure its efficiency
* Running errands and housekeeping tasks, etc.
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| Time Commitment | A regular commitment of 2-3 hours weekly or by-weekly during office hours is required for job continuity. Hours/Days will be flexible to suit the needs of service users between the hours of 9.30am and 5pm, generally Monday to Friday.  |
| What we expect from you | * Good written, verbal communication skills and telephone manner.
* Good computer literacy and keyboard skills would be an advantage
* Ability to work on own initiative
* Previous office administration experience desirable
* Attendance at Volunteer Induction training
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| Volunteer Benefits | You will be given a full induction training course covering the various aspects of the work before volunteering will begin. You will receive ongoing support through regular volunteer meetings and supervision as and when needed. There will also be opportunities to work within a team of volunteers and meet new people.  |
| Expenses | Out of pocket travelling expenses will be reimbursed. Up to a maximum claim of £5 per day |
| Application Procedure | Application Form - Informal Interview – Reference – Induction training - Trial Period |
| Contact Information | Email: Kirsty@rapecentre.org.ukTel 0330 3630063  |

***Volunteers must be over 18 years of age. All volunteers must be willing to undertake a Disclosure and Barring (DBS) check. All volunteers must be committed to working in an anti-oppressive way. Volunteers who use racist, sexist, or homophobic language may be removed from volunteering with RASASC.***