



**Torrige, North,  
Mid & West Devon**

## **Admin volunteer**



### **Some of the tasks you may be asked to do?**

- complete an introduction to Citizens Advice and training for your role
- help with the day to day running of the Citizens Advice service
- answer the telephone, reply to emails and post
- print and scan documents using a printer
- update spreadsheets and databases
- Ordering and organising leaflets
- Filing documents



### **What's in it for you?**

- gain and build on valuable skills and experience such as communication, admin, IT skills and working in a team
- increase your employability
- contribute to the smooth running of the advice service which makes a real difference to peoples' lives
- work with a range of different people, independently and in a team.

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
- respect views, values and cultures that are different to your own
- have good IT skills

- 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 at least 1 day per week, 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 an admin volunteer and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



## Contact details

**Training Officer**

**Citizens Advice Torridge, North, Mid and West Devon**

**Telephone 01237 426070**

**Email – [trainingofficer@ruraldevoncab.org.uk](mailto:trainingofficer@ruraldevoncab.org.uk)**