

Volunteer Administrator (People Services)

We're on the lookout for a friendly and reliable volunteer to join our dynamic People Services Team as an Administration Volunteer!

This role will be based at our main Head Office in Sully assisting the People Services Team with a variety of general administration duties.

The People Services Department is made up of 3 functions: HR, Learning and Development and the Volunteering Team. This opportunity would suit someone who is looking to gain valuable office-based experience. □

Considerations:

Location: Ty Hafan, Hayes Road, Sully, CF64 5XX (Head Office)

Age requirement: 18+

Schedule: Flexible between 9am-5pm, Weekdays

Background checks: 2 references and a Basic DBS check

A good level of IT skills is required for this role.

We welcome applications from individuals with disabilities. Please let us know if you require any reasonable adjustments during the informal chat for this role.

Activities include:

- Supporting the HR function with basic administration tasks
- Photocopying, filing
- Updating/amending spreadsheets
- Auditing/updating and maintenance of systems across the teams
- Data input
- Internet research
- Supporting with Hybrid Working Compliance
- Other ad-hoc administration tasks.

At Tŷ Hafan our people values are **working together**, **demonstrating compassion**, **providing excellent service** and **taking ownership**.

We expect all colleagues and volunteers to behave with high levels of integrity and to represent our values as a core part of their role.

Training you will receive:

You will be fully briefed by the Tŷ Hafan team and a full induction will be provided to include:

- Mandatory e-learning to include Safeguarding, Data Protection, Keeping Yourself Safe and Looking After Others
- In-person training to include GDPR
- Ad-hoc role specific training as required.

All volunteers must complete their mandatory training to continue in their role.

The benefits of joining our People Services team:

- Experience the camaraderie that comes with being part of the team
- Meet New People and expand your social circle
- Experience the satisfaction of contributing to a meaningful cause
- Enhance your communication skills
- Gain a professional reference after 3 months, giving your CV a significant boost
- Challenge yourself, gain new experiences, and receive valuable feedback and recognition for your efforts
- Enjoy yourself, feel good about helping others, and make everyday rewarding!

Ready to apply?

[Click here to fill in an application form on your laptop/pc](#)

[Click here to complete an application form on your mobile phone/tablet](#)

This role is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract.

Thank you for your support.
Diolch am eich cefnogaeth.

