



# VOLUNTEER TEAM ADMINISTRATOR PACK

AN EXCITING OPPORTUNITY TO JOIN AN IMPACTFUL  
YOUTH CHARITY AT A CRITICAL TIME IN OUR GROWTH  
AND DEVELOPMENT



CLOSING DATE:  
N/A

VOLUNTARY  
POSITION

# ABOUT THE ROLE!

We're looking for a detail-orientated, organised individual with strong communication skills and a passion for youth work to join our team as a volunteer and help with essential administrative tasks!

As our Volunteer Team Administrator, you will work collaboratively with core staff members to maintain our administrative systems, manage communications and assist with various office duties.

## Key Responsibilities:

- Provide general admin support: manage correspondence, filing, and data entry.
- Assist with scheduling meetings, preparing agendas and taking minutes.
- Maintain volunteer and donor databases.
- Prepare and distribute reports, newsletters, and communications.
- Support event and fundraising coordination.

## Essentials:

- Strong organisational skills and attention to detail.
- Excellent communication: friendly, clear, and professional.
- Proactive, with a problem-solving mindset.
- Able to work at least 6 hours a week.

## Desirables:

- A heart for young people and a desire to support their growth.
- Previous admin experience is great but not essential.

## Other Information:

All volunteers must undergo an enhanced DBS check and complete an application form to volunteer with TRAIN.

# WHAT'S IN IT FOR YOU?

- Become a valued member of the team and meet like-minded people.
- Allow the organisation to continue to support young people by doing essential behind the scenes work that TRAIN relies upon.
- Develop valuable transferable skills, such as your organisation, communication and time management skills.
- Gain insight into how non-profit organisations work.
- Do rewarding work by making a difference to young people's lives!

## NEXT STEPS

**Closing date: There is no closing date! We consider applications on a rolling basis.**

Email Lisa, our Youth Work Manager, for an informal conversation about the role.

**Lisa:**

**[lisa@trainyouth.org.uk](mailto:lisa@trainyouth.org.uk)**





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