

VOLUNTEERING OPPORTUNITY

Opportunity	Volunteer Office Administration Assistant/s – PROSPECTS Environment Centre														
Where	Prospects Environment Centre, 54 Broadway, Accrington BB5 1EW														
When	<p>The PROSPECTS Environment Centre is open Monday to Thursdays from 10.00 a.m. to 4.00 p.m. and on some Fridays and Saturdays.</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> <th>Sunday</th> </tr> </thead> <tbody> <tr> <td style="color: green;">✓</td> <td style="color: green;">✓</td> <td style="color: green;">✓</td> <td style="color: red;">✗</td> <td style="color: red;">✗</td> <td style="color: red;">✗</td> <td style="color: red;">✗</td> </tr> </tbody> </table> <p>Volunteers will be required to volunteer for 2-3 hour sessions during normal working hours on Monday, Tuesday or Wednesday.</p>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	✓	✓	✓	✗	✗	✗	✗
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✓	✓	✓	✗	✗	✗	✗									
Tasks	<p>Volunteer Office Administration Assistants operate from the PROSPECTS Environment Centre.</p> <p>Their role is: -</p> <ul style="list-style-type: none"> To undertake administration tasks as required To liaise with and support the staff at PROSPECTS Environment Centre To promote the work of PROSPECTS in the local community <p>There are opportunities to undertake informal training and move on to accredited training.</p>														
Personal Qualities	<p>This is an ideal role for a confident, friendly and flexible individual who has a genuine interest in working in a small office in Hyndburn.</p> <p>Volunteer Office Administration Assistants need to:</p> <ul style="list-style-type: none"> have some knowledge of Microsoft Office have good organisation skills & a willingness to learn new skills have an interest in the local community have the ability to work comfortably in a team, follow instructions or to work alone. <p>Successful applicants will be invited for an informal interview before commencing duties. Volunteers will be provided with full training on a one-to-one or small group basis and will have the opportunity to work with an experienced Volunteer Co-ordinator before they become a fully-fledged Volunteer Office Administration Assistant.</p>														
Apply	<p>If you are interested in this volunteering opportunity contact:</p> <p>Barbara Sharples, Activity Organiser, The PROSPECTS foundation Office Telephone: 01254 230348 Mobile: 07599 106670 Email: barbara.sharples@prospectsfoundation.org.uk</p>														

