**Administration Support Volunteer**

**Purpose of Role:**

• Update/maintain and upload feedback questionnaires onto database

• To support Healthwatch Waltham Forest with basic administrative duties

**Volunteers will be required to:**

• Enter data from questionnaires onto a database through Microsoft Office software, Microsoft Word, Excel and online survey software.

• Support Healthwatch Waltham Forest staff with administration duties, such as photocopying, answering telephone and mail outs of newsletters etc.

• Phone calls to external organisations – finding out information such as confirming organisation data and meeting dates

• Helping staff to prepare for workshops and presentations by printing and collating handouts etc.

\* Tasks can be adapted to suit volunteer’s needs and interests

**Skills/Experience:**

Essential

• Be reliable

• Experience of using Microsoft Word, Excel

• Good typing speed and ability to type accurately

• Ability to focus

• Have an eye for detail

• Willingness to learn

• Good written and spoken English

• Attend training sessions (as required)

Desirable

• Can work on own initiative

• Good organisational skills