

# Volunteer Uttlesford

<https://volunteeruttlesford.org.uk/opportunity/almshouses-admin-assistant/>

## Support a housing charity

### Description

A local Almshouse project provides housing for people of all ages who have limited means. It hopes to increase the number of residents by adding to the homes already on the site and so it needs more administrative support.

A volunteer is needed to work alongside trustees and officers, for up to eight hours per week, on tasks that will include:

- admin for the building project team, the communications group and a fundraising initiative
- distributing agendas, collating documents and minuting meetings
- attending meetings (currently at 6pm) approximately once a month.

A good knowledge of meeting administration and the use of IT are important. The volunteer should be a team player with good communication skills and have an interest in the aims of the charity.

### Date posted

20/05/2021

By clicking the Enquire button and submitting your contact information, you consent to Volunteer Uttlesford passing your details to the organisation seeking support, who will then be in touch to progress your enquiry.