

NORTH BRISTOL ADVICE CENTRE TASK DESCRIPTION

Title: VOLUNTEER CLERICAL WORKER

Responsible to: Office Manager

TASK SUMMARY

Assist the admin staff in providing clerical support for the advice centre.

RESPONSIBILITIES

General Office Duties:

- Telephone cover
- Manually updating information books and systems
- Assisting with incoming/outgoing post tasks
- Making up casefiles
- Keeping stationery supplies topped up.

Clerical Support to other Workers:

- Word processing
- Photocopying
- Filing

IT:

- Data entry of monitoring and evaluation information
- Updating computerised client records

General Duties:

- Work as an effective member of NBAC's team, giving and receiving support, working co-operatively and attending Team Meetings.

- Adhere to the project's equal opportunities policy and practice guidelines in all aspects of work.

Priorities may vary from time to time as the project's service delivery changes.