

## CARERS IN HERTFORDSHIRE

### Young Carers Admin Volunteer



Carers in Hertfordshire is a charity that supports unpaid family carers of someone with an illness or disability. We have a central office from which we cover the whole of Hertfordshire with administration support for our staff and volunteers. This role would specifically support the Young Carers service with admin tasks and supporting the team.

<b>Where, when and how often</b>	This role could be based in one of our offices, either Hertford or Borehamwood, and if appropriate could also be done remotely. Office hours are Monday to Thursday 9am - 5.30pm and Friday 9am - 4.30pm. Hours are flexible to suit volunteer.
<b>Role</b>	<p>The Young Carers service is looking for a volunteer who could help them with general administration duties. The role responsibilities/task are varied and could include:</p> <ul style="list-style-type: none"> <li>• Administrative tasks (Data entry, filing &amp; maintaining organised records)</li> <li>• Communication (Responding to emails and phone enquiries)</li> <li>• Updating and collating event information</li> <li>• Working on a specific GP Project</li> <li>• Preparing for upcoming events</li> </ul> <p>Most importantly volunteers will be supported to find a role that suits their strengths and desires.</p>
<b>What are we looking for in you</b>	<p>Good communication and organisational skills.  Able to work independently as well as part of a team.  Self motivated with good IT skills.  Friendly and helpful manner.  Honesty, commitment and reliability.  Enthusiasm to help Young Carers and their families.</p>
<b>What You gain from this opportunity</b>	<p>The chance to help young carers.  An opportunity to meet and work with the young carers team and other professionals.  Training opportunities.  The chance to enhance current skill set.  To be able to boost your CV.</p>
<b>Additional Information</b>	<p>Flexible hours (based around the volunteer).  We offer all of our volunteers training and periodic supervision.  Expenses are provided such as for travel or parking.  Please chat to us for more information.</p>

Please note this opportunity is only available to those over 18 years of age and a check will need to be carried out with the DBS (Disclosure and Barring System, formerly CRB checks).

**For more information please give us a call on 01992 58 69 69 or email**  
[volunteer@carersinherts.org.uk](mailto:volunteer@carersinherts.org.uk)

**Or apply online:** [www.carersinherts.org.uk/volunteer-application-form](http://www.carersinherts.org.uk/volunteer-application-form)