

## Volunteering opportunity

### Ipswich Day Opportunities Administrator

**Flexible hours: Monday to Friday, 9:15am to 3:30pm**

#### Service overview:

We offer a rich and diverse programme of recreational, learning and employment opportunities for adults with disabilities from our centre in Ipswich.



#### Role description:

- Administration support

#### Key responsibilities:

- Print and photocopy items.
- Knowledge and understanding of Microsoft Office and Outlook is desirable.
- Carry out regular stock checks of refreshments, stationery, and PPE.
- Upload documents onto the Trusts intranet.
- Preparing paperwork such as new staff inductions.
- Answering phone calls, taking messages and communicating to necessary staff members.

**If you are interested please get in contact with Papworth Trust Volunteering department:**

**01480 357292**

**[volunteering@papworthtrust.org.uk](mailto:volunteering@papworthtrust.org.uk)**

**[www.papworthtrust.org.uk/volunteering](http://www.papworthtrust.org.uk/volunteering)**

