

Your Volunteer Role:

Admin Support



Volunteering at Crossroads Together

Crossroads Together is a registered charity with a vision for every carer to be recognised, supported and offered services to help them maintain their own health and wellbeing. Volunteers form a key part of our team and thereby make a valuable contribution to the support we offer. We have a number of volunteering roles and we work hard to match key skills to the right role to ensure our volunteers feel fulfilled within their role.

What this role involves

Volunteering in our head office in Congleton, providing admin support. Helping to support the day to day running. Joining a friendly team in a charity that supports unpaid carers.

This role gives you the chance to:

- gain valuable work experience within the charity sector
- develop your skills, particularly administration and IT skills
- contribute to the work of the Charity

Our offices are open Monday to Friday, from 9am – 5pm. We offer flexible and part-time hours to suit your schedule, workload may vary according to projects going on at any time. We request a minimum commitment of 3 hours each week, for at least 3 months.

What we are looking for

- ⇒ good IT skills
- ⇒ good communication and organisation skills
- ⇒ ability to work flexibly and using own initiative
- ⇒ ability to be sensitive to the needs of our members
- ⇒ previous administrative experience would be beneficial but not essential

Our office volunteers are offered a detailed induction followed by training specific to the role. Opportunities for further training will be given as required.

Each volunteer will be appointed a staff contact who is responsible for general welfare and regular one-to-one meetings, so we can ensure you have the best possible volunteering experience.

Contact Us

If you are interested in becoming a volunteer or simply want to find out more:

Call 0333 323 1990 or email volunteer@crossroadstogether.org.uk