

Volunteer Role Description

**Role:**

Admin Assistant

Department:Finance, Operations,
Marketing**Site:** RE:SOURCEShop, Launceston
Road, Bodmin**About us**

RE:SOURCE is a social enterprise which aims to help address the cause and effect of social exclusion in Cornwall. We do this through working towards the following four aims:

1. Supporting individuals,
2. Promoting community cohesion
3. Alleviating poverty; and
4. Encouraging environmental responsibility

We are a subsidiary of the UK's leading drug and alcohol charity Addaction and work with Addaction Service users, alongside the wider community.

What we do

RE:SOURCE collects, cleans, repairs, refurbishes and sells unwanted furniture. The items that we collect, which would have otherwise ended up in landfill, help us to make money to support our organisation's aims but also enables us to provide a real working environment for people in the local community to enjoy volunteering or gain work experience in a range of different roles.

In our shop you can find unique one-off pieces of furniture, the latest styles and trends, traditional wood pieces that have been built to last as well as bargain appliances! We offer an amazing variety of products at prices to suit every budget.

Purpose of the Admin Assistant role

To support the administration team in all duties to provide an efficient and productive administration support function to the whole organisation.

Main tasks

Our Admin Assistants play a key role in effectively communicating with all customers over the phone, via email and face to face. They need to have a high level of attention to detail to ensure that data is input correctly and in a timely manner, and assist with ad hoc duties, as required, including filing, shredding and making up files. Good organisation skills are key to this role.

What's in it for you?

Volunteering at RE:SOURCE will give you the opportunity to really make a difference to the local environment as part of a dedicated and diverse team. As a Volunteer Admin Assistant you will gain a real understanding of the importance of administration in a busy and varied environment.

In addition we offer:

- A safe, friendly and welcoming environment
- Assistance with travel expenses
- Discount on products from our Bodmin shop
- Access to employability support
- Provision of references in respect of your time volunteering

Why we want you

All RE:SOURCE volunteers make a valuable contribution to helping us achieve our goal to see an end to social exclusion in Cornwall. In the admin department our volunteers help us throughout the reuse cycle, making sure that every department within the business is supported..

Requirements

An interest in administration is key to this role, and you will need to be comfortable in a customer facing environment. Organisation skills and good attention to detail are crucial to providing a quality administration service.

This role will involve regular contact with members of the public in person, so a high level of personal presentation is a must.

Volunteers needed Monday to Friday

Contact Grant Jones, 01208 269296, grant.jones@myresource.org.uk