

# Volunteer Opportunity



Volunteer Role: **Office Administration Assistant**  
Volunteer Manager: **Database Officer**  
Where you will be based: **11 Edge Hill, Wimbledon**

Are you looking for a new volunteer opportunity? Do you want to develop your administrative skills while working as part of a small friendly team working to bring change to some of the world's most marginalised communities?

## What you will be doing:

- Data entry and database administration
- Answering phones and welcoming guests into the office
- Assisting with mailings and incoming post
- Routine administration tasks e.g. copying or filing

## What we are looking for:

- Confident telephone manner
- Good customer service skills
- An organised and systematic approach
- Confident user of Microsoft Office
- Good written and spoken English
- Available 1 day a week for a minimum of 6 months

## What we offer you:

- Opportunity to be part of our small friendly team in Wimbledon
- The experience of being part of the work we do to bring change to some of the world's poorest, marginalised communities
- Induction and training for your role

Please get in touch if you are interested in this volunteering role

Email: [volunteering@jesuitmissions.org.uk](mailto:volunteering@jesuitmissions.org.uk)

Telephone: 02089460466

Drop in and say hello: 11 Edge Hill, Wimbledon, SW19 4LR

Visit our website for more information: <http://jesuitmissions.org.uk/>