

Administrative Volunteer



Pennywise is a Big Lottery funded charity which aims to build people's confidence around money management. Through one-on-one support, workshops and events, Pennywise gives people the tools to take control of their finances.

We're looking for dedicated people to support Pennywise's administrative team

What will you be doing?

- Providing a range of office support for the team e.g. data entry, printing and laminating to prepare project materials.
- Supporting the delivery of community events and workshops, including preparation and evaluation.
- Dealing effectively with telephone enquiries and referrals, including adding referrals to the online support database or signposting to other agencies as required.
- Managing the pennywise email inbox, along with the rest of the volunteer team.
- Supporting other members of the volunteer team to make initial phone call to potential clients.

What we're looking for?

- Enthusiasm and commitment to working with Pennywise.
- Good IT skills, including Word and Excel.
- Good attention to detail and a methodical approach.
- A commitment of at least 1-2 days a week.

Support provided to you:

- Regular supervision meetings.
- Group meetings with other volunteers.
- Comprehensive training and on-going support as required.

What can Pennywise can offer you?

- Experience of working in a busy office in a charitable project.
- Improve your employment prospects by gaining new skills and experience.
- The scope develop this role into other project areas.
- A professional reference as appropriate.

Expenses

- We will cover all "out of pocket" expenses in line with Places for People's policy. We cannot provide childcare.

Other relevant information

- We want volunteers who reflect the communities we work in. We welcome applications from all backgrounds
- We welcome applications from people who have had support from Pennywise

Next steps

Complete the [application form](#) and email it to pennywise@placesforpeople.co.uk

If you would like more information about the role or application process, please contact:

Haylee Cowley, Project Administrator or Charlie Eddisford, Community Engagement Worker

Telephone: 0117 970 4548