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**OFFICE VOLUNTEERS REQUIRED**

**Expected Commitment: At least half a day per week**

**Location: Vista Head Office**

**16 New Walk, Leicester**

**LE1 6UB**

**About Us:**

Vista changes lives. We are the leading charity working with children and adults with sight loss in Leicester, Leicestershire and Rutland.

**Primary Objectives:**

**We are looking for enthusiastic people who would like to develop their office and administration skills to support Vista in our Head Office.**

**Responsibilities:**

**You will be responsible for supporting our management teams within our Head Office with administration tasks. You will be updating and inputting data onto the computer, scanning documents and filing, answering telephone calls and assisting with general tasks.**

**Qualities and skills we are looking for:**

**We are looking for people who may have experience working in an office environment. You will need to have basic computing skills and be willing to learn new things. You will also need to be a good communicator and be reliable.**

**Support provided for you:**

* Visual Impairment Awareness training
* Other training as identified
* Reimbursement of out of pocket expenses such as mileage or public transport costs.

**We hope that by becoming a volunteer you:**

* Increase your own self confidence
* Meet new and interesting people
* Learn new skills that could be helpful for future employment opportunities or further learning
* Have fun!

**Health & Safety:**

* Take reasonable care for the Health & Safety of themselves and others whom may be affected by their acts or omissions whilst volunteering.

**This volunteering opportunity is suitable for volunteers aged 16 years and above.**

**Next steps:**

For an Application form contact the Volunteer Manager

Call **0116 249 8843**

Or email **volunteering@vistablind.org.uk**.

**Vista 16 New Walk Leicester LE! 6UB**