

## **Volunteer Role Description**

**Title:** **Administration Volunteer (Volunteering)**

**Expected commitment:** **Minimum 2 days a week approx 4 hours**

**Location:** **Vista Head Office  
Provincial House  
37 New Walk, Leicester  
LE1 6TE**

### **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:**

**To help the Rehab Administration Officer in all aspects of administration, as required.**

### **Responsibilities:**

- **Assist with filing and retrieving of files**
- **Photocopying inserts for our information packs and putting these together**
- **Photocopying other documents related to the records department**
- **Assist with packing equipment making ready for posting**
- **Outreach calls to check records**

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

- **Confident communicator with people of all ages and backgrounds**

- Good understanding of alphabet for purpose of filing
- Good computer skills
- Attention to detail
- Adaptable and flexible with the ability to use own initiative
- Willingness to comply with confidentiality and data protection policies.

Previous experience in working in an office environment is ideal, but not essential.

### **Support provided for you:**

- Visual Impairment Awareness training.
- Safeguarding Training
- Printer and photocopying training
- Current database training for the purpose of updating records
- Regular newsletters
- Reimbursement of out of pocket expenses such as mileage or public transport costs.

Successfully placed volunteer(s) will be working at Vista Head Office, will have staff supporting each session, overseen senior rehab specialists

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

- Increase your confidence and professional and social skills.
- Gain insight into the charity sector.
- Meet new and interesting people.
- Learn new skills useful for future employment opportunities or further learning.
- Have fun!

### **Health and safety:**

- Take reasonable care for the Health and safety of yourself and others who may be affected by your acts or omissions whilst volunteering.

## **Equality, Diversity and Rights:**

Vista is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to ensure that staff and volunteers employed by Vista treat every person with dignity, respect and fairness.

**This volunteering opportunity is suitable for volunteers aged 18 years and above.**

### **Next steps:**

For an application form contact the People Team:  
Call **0116 2498839**

Or email **[info@vistablind.org.uk](mailto:info@vistablind.org.uk)**

**Vista, Provincial House, 37 New Walk, Leicester, LE1 6TE**