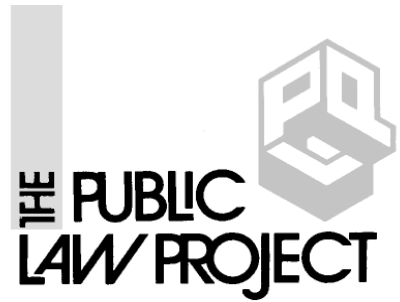


ADMINISTRATIVE VOLUNTEER



Job Description

Role: To assist PLP's Project Administrator in ensuring the smooth day-to-day running of the office.

Duties will include:

1. Handling the sales and mailing out of PLP's publications.
2. Assisting with ordering stationery.
3. Assisting with invoicing and chasing up unpaid debts.
4. Updating our records e.g. addresses and contact details for suppliers.
5. Filing and photocopying.
6. Assisting with fundraising, where appropriate.
7. Making telephone enquiries.
8. Participating in other office work as required and appropriate.

Person Specification

Essential requirements for an admin volunteer:

1. The ability to read and write with good attention to detail.
2. Ability to use word processing packages and databases, e.g. Microsoft Office .
3. Ability to follow instructions, and to ask questions to clarify information.
4. Willingness to participate in all tasks within the project as appropriate.
5. Reliability, and ability to strictly maintain confidentiality.

Arrangements

1. Anyone wanting to volunteer at PLP must complete our standard application form which is available to download from www.publiclawproject.org.uk/volunteers. Applications are accepted at any time.
2. Generally PLP has one or two admin volunteers who each come in one day a week.
3. When a vacancy arises, applicants are shortlisted from those who have applied since the last recruitment. Earlier applications may also be reconsidered.
4. Those who are shortlisted are asked to attend an interview.
5. Following interview one or more applicants are selected to fill the available place(s). Where there is more than one appointable candidate, unsuccessful applicants may be placed on a waiting list.
6. Volunteers are taken on for an initial period of three months with the possibility of extending that period. It is not usually possible to volunteer at PLP for longer than one year.