

Boston Office Admin support



What will you do?

- complete an induction to Citizens Advice and training for your role
- help with the day to day running of the Citizens Advice service
- reply to emails and post
- monitor supplies
- print and scan documents and leaflets
- update spreadsheets and databases
- assist with the preparation of recruitment and training materials
- contribute to the organisation and displays in the office space
- meet and greet clients as required



What's in it for you?

- meet new people and increase your social circle
- build your self-confidence
- gain and build on valuable skills and experience such as communication, admin, IT skills and working in a team
- gain access to free, certificated, nationally-recognised training
- work with a range of different people, independently and in a team
- increase your employability
- contribute to the smooth running of the advice service which makes a real difference to peoples' lives

And we'll reimburse expenses too.



What do you need to have?

You don't need any specific qualifications but you'll need to:

- be friendly and approachable
- respect views, values and cultures that are different to your own
- Be skillful with using a computer and office technology such as office printers and scanners
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection



How much time do you need to give?

We can be flexible about the time spent and how often you volunteer. Our offices are open Monday to Thursday 9:00am- 4:30pm. Boston office is open to client's Tuesday and Thursday 9:30am -12:30pm so these times are desirable.



Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.

If you are interested in becoming an admin volunteer and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



Contact details

If you have any questions about 'what you will do' and how we can support you, please send an email to Jess and Sherrin:
recruitment@citizensadvicemidlincs.org.uk