



*Jesuit Refugee Service*

**Volunteer Job Description:**

**PROVIDING ADMINISTRATIVE SUPPORT**

Number of people requested: 2

This may include one or more of the following

- Opening post in the company of one other person and passing on relevant items to relevant members of staff in accordance with post procedures.
- Help with large mailings including photocopying, folding and mailing.
- Help with country information for refugees: search on the net and newspapers-supervised by the Administrator
- Sending out info pack on JRS to enquirers; sending out general info on refugees, sending out liturgy ideas.
- Providing administrative support for JRS UK events
- Answer the phone and reception duties (intercom).

**Person specification**

**Essential:**

- Sympathy with the aims and objectives of JRS UK as expressed in the mission statement and values statement.
- An ability to relate to people of diverse languages, cultures, and religions

- Good interpersonal skills
- Minimum 3 months commitment, 1 day a week

**Desirable:**

- Knowledge of other cultures and/or languages.
- Some previous experience of working in an NGO setting.
- Basic computer skills