

Administrator, Coordinator Volunteer

About the opportunity

Do you have strong administration and IT skills and an interest shaping the back office function of this community group?

Peckham Vision is a Community Team of residents which is growing. We need a Team Member who has the capability to coordinate and undertake some of the regular and outstanding administrative tasks as well as helping us to recruit and bring on board new skills to maintain the administrative and financial functions required to keep Peckham Vision moving forward.

We are ideally looking for an organised individual who can take the lead with shaping our admin systems, bring new ideas and put them into motion.

The role can encompass many tasks but will be shaped by you and your skills and abilities. The role could include tasks as follows:

- Data management - developing systems to ensure no enquiry goes unanswered from supporters, residents and potential volunteers
- Work closely with PV Community Team to understand which tasks could be filled by new volunteers
- Help with one off administrative tasks as and when they arise
- Take charge of the Shop Volunteer Rota to ensure there are volunteers covering all the shifts
- Help the team to develop new volunteer roles, advertise and manage the initial screening of new volunteers.

About Peckham Vision

Peckham Vision is a local community group that works to help local people engage with shaping the future of Peckham Town Centre.

Its vision is to support Peckham town centre as a thriving and sustainable social and commercial centre, and to contribute to Peckham being a good place for all in which to live, work and visit.

What are they looking for?

The role will suit someone:

- With good IT and Administration skills (Excel, email, setting up admin systems)
- With good communication (written and verbal)
- Confident with people
- Willing to learn about how to recruit and manage volunteers (Training available)
- Someone living in Peckham or surrounding area with 3h/week to volunteer
- Working from home with access to own PC and internet

Practical Considerations

We are unable to reimburse travel expenses

Full training and induction will be given