



Office Support Volunteer

Minimum commitment: From 1 hour a week, depending on activity
DBS and training provided

We will provide training and support to enable you to:

- Provide a warm welcome to visitors at Age UK Sutton's office
- Respond to general queries on our helpline; taking messages and providing information
- Support with office admin tasks (e.g. letters, scanning & printing)
- Learn how to update client information on our database
- Submit feedback and pass on any questions or concerns.

Does this sound like you?

- Friendly and approachable manner
- Patient and non-judgemental with listening and communication
- Comfortable working in an office environment
- Able to use (or willing to learn about using) the phone and computer to complete some light admin tasks
- Willing to complete training on key topics (such as confidentiality and safeguarding), and commit to the values and policies of Age UK Sutton (including holding appropriate boundaries).

To apply:

<https://www.ageuk.org.uk/sutton/get-involved/volunteer/application-form/>

We're also happy to receive paper application forms. Please contact us to request one, or if you have any questions.

www.ageuksutton.org.uk
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020 8078 0002