

Volunteering Opportunity

| | |
|------------------------|---|
| Opportunity: | Catering & Volunteering Admin Assistant |
| Based at: | Hillcrest 24/7 |
| Responsible to: | Rachel Bowden – Hospitality & Employability Manager |

The Role

The Admin Assistant volunteer role will involve supporting the Catering and Volunteering team with day-to-day admin tasks. This could include researching prices and supplies, helping to prepare shopping lists, updating volunteer rotas, and organising basic records. You may also assist with printing menus, signage, and event checklists.

This is a great opportunity for someone who enjoys admin, staying organised, and wants to support behind the scenes to keep things running smoothly.

What you will be doing

- Researching prices and helping with simple ordering tasks
- Updating volunteer shift rotas, contact lists, and paperwork
- Assisting with basic data entry, filing, and record-keeping
- Preparing checklists, food labels, or printed materials for events
- Supporting the Catering & Volunteer Manager with general admin tasks

NB: Training, guidance, and support will be given in all areas.

The benefits of volunteering

- The opportunity to gain experience or build admin skills
- Full induction into Brighter Futures and our services
- Regular support and reviews to support your development
- The chance to be part of a positive, community-driven team