

Leicester Charity Link



Tackling Poverty - Changing Lives

Each year we help over 5,000 vulnerable local people and children experiencing poverty, hardship and crisis by providing essential items such as beds, cookers, mobility items and, in emergencies, food.

Job Title Casework / Administrative Assistant

Task and responsibilities:

Supporting the team of Caseworkers in the following areas. Processing incoming grant applications and applying to appropriate national and benevolent charities and trusts both locally and nationally on the client's behalf. General administrative duties as the post requires.

Skills required:

Must be computer literate and have a working knowledge of Microsoft Office programmes. Must have a good understanding and competence in written English and be numerate. Must be confident in writing reports and answering telephone enquiries.

Benefits to you:

This is an opportunity to gain office administration experience and charitable grant application experience along with welfare rights knowledge in a very worthwhile voluntary position.

Responsible to:

Director of Operations

Hours/time commitment:

4 – 10 hours weekly as arranged and able to commit to a 6 month period.

Location:

Based at Leicester Charity Link's city office in Millstone Lane.

Training:

Informal in house training covering all aspects of the post. Welfare Rights training if required.

Supervision:

Director of Operations

Expenses:

All travel expense to and from office location and all home visits. Any other reasonable out of pocket expenses.

Any other information:

It is essential that all prospective volunteers undergo a CRB (Criminal Records Bureau) Standard Disclosure check before beginning a volunteering role.