

Right There

Volunteer Role: Volunteer Donations Administrator

Join us and be part of a community supporting people to create a safe and supportive place to call home.

The Role

We are looking for a volunteer who is passionate about helping us to grow our recently launched 'Furnish A Future' – a donated furniture initiative which aims to support hundreds of adults and families in Glasgow moving on from homelessness.

Part of our Property Admin team, this role will help us communicate and coordinate with donors willing to donate furniture, carry out data entry into an excel tracker, and organise collection and distribution of goods from our Glasgow warehouse.

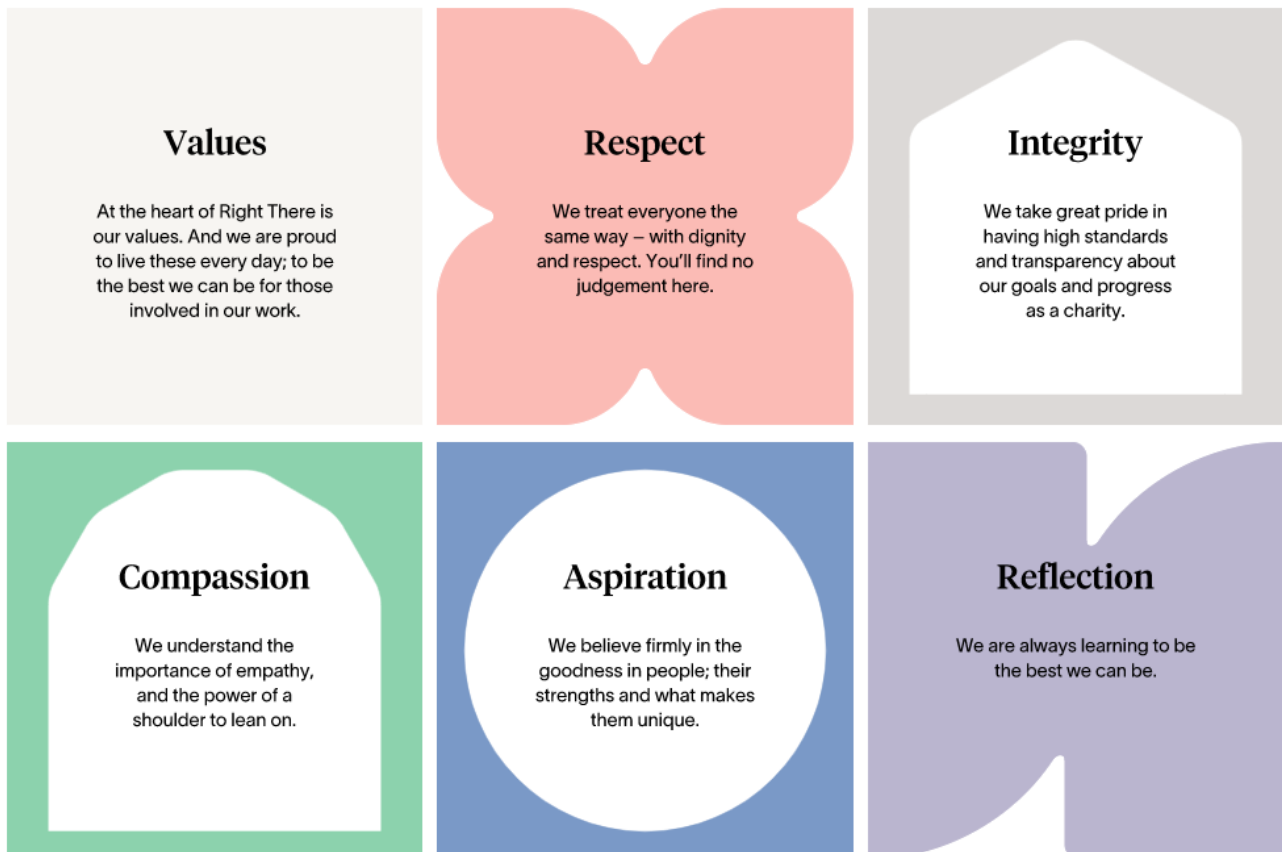
Your Role & Responsibilities

- Updating our donation tracker and collating delivery sheets for our team.
- Strong IT skills (Word & Excel) for data entry relating to donations received.
- A passion for working with people and building relationships with donors who are supporting our charity.

- Providing excellent donor supporter care - managing telephone calls and emails with our supporters and representing our organisation and demonstrating our values.
- Help coordinate the collection and delivery of household items to people across the city. Ideally, we are looking for someone who can be flexible with their time to achieve this.

What you can expect

Our values make us who we are and define our actions and behaviours every day. We expect our volunteers to uphold and represent our organisation in a way that reflects our values and person-centred way of working.



Skills & Support

- We'll support you and provide the relevant induction, training in moving and handling, and health and safety training.

- We will offer a diverse range of training – should you demonstrate an interest in, we will support you to attend these sessions where appropriate.
- Having experience in using email, Word and excel is required, and we will be there to support with any queries or questions.
- By working with us on a voluntary basis, you will get to experience the range of programmes and types of support we offer. Right There strive to offer people employment opportunities where our values are aligned.
- We advertise all social services vacancies as exempt under the terms of the rehabilitation of offender's act 1974 and rehabilitation of offender's act 1974 (exclusions and exceptions (Scotland) order 2003. A disclosure check would be completed, however, Right There will review any instances of previous offending on a case-by-case basis, as we understand that someone's past doesn't necessarily dictate their future.