

## **Volunteering Opportunities**

### **Women's Services – Organisation and Administrative Assistant**

A new opportunity exists within the Julian House Women's Services team for volunteers to help with office organisation and administration. You will be working as part of the Women's Services team in its Admin office at 55 New King Street. You will be helping staff to keep on top of paperwork by filing and organising folders, information sheets and other sources of information.

We are looking for people who are able to make a regular commitment of 2 or 3 days per week.

This opportunity is based at our Admin Office, 55 New King Street, Bath, BA1 2BN.

#### **Skills Required**

Volunteers should have good organisational skills; basic computer skills (Microsoft Word / Excel) and the ability to work well with others as part of a team.

#### **Skill Development**

This role provides the opportunity for you to improve your organisational skills.

#### **Directions**

55 New King Street is in the Centre of Bath, a short walk from Green Park Brasserie and Bar (the old Green Park Station). If you are walking from Green Park Brasserie and Bar towards Queen Square on Charles Street, New King Street is the second road on the left.

#### **Other Information**

Volunteers must be at least 18 years old.

Volunteers will receive support from the Women's Services team and the Julian House Volunteer Coordinator.

If you are interested in working as part of the Julian House Women's Services Team we would love to hear from you. You can contact our **Volunteer Coordinator**, Sandra Lockwood, by telephone on 01225 354657 or e-mail [sandral@julianhouse.org.uk](mailto:sandral@julianhouse.org.uk).