



Doncaster CLASS – Foundation

Volunteer Role Description

Post:	Admin Volunteer
Salary:	Unpaid
Accountable to:	Service Manager
Location:	Remote (with face-to-face catch-up meetings as required)

About Doncaster CLASS:

Doncaster CLASS is part of Foundation and the Inspire North parent organisation which provides housing support and mental health services across the north of England.

CLASS – **Care Leaver Accommodation Support Service** is for young people leaving care who have housing-related support needs. CLASS supports with the challenges that care leavers experience during their transition to independent adult life. CLASS provides accommodation and floating support needed to be able to sustain their own tenancy by encouraging the development of the young person’s independent living skills.

Doncaster CLASS is a service for care leavers and young asylum seekers. We provide accommodation and a support service for them. We work with Doncaster children’s social services.

We work remotely as we do not have a designated office space. However, we try to hire an office space where we meet face to face once a week.

We work from Monday to Friday and are a team of 5 dedicated workers. 3 support worker assistants, 1 admin and 1 service manager.

Training:

Inspire North works hard to develop its employees and volunteers. As such a huge range of free training opportunities are available to all Inspire North volunteers once the induction and mandatory training has been completed.

A wide range of free training is available to all our volunteers through our online training system and our in-house training team. Our training team provide a wide range of courses covering mental health and personal development.

There will be some mandatory training to complete for this role which includes Information Governance and GDPR training which is done online.

Outline of the Role:

We have an admin employee who works 2 days a week for us, and we are looking for a volunteer for any number of hours they can offer to help support additional admin activities.

We require a volunteer for varied admin duties which might include any of the following:

- typing of materials,
- entering figures on our database,
- sending out letters to landlords and tenants,
- taking minutes of meetings,
- handling invoices, applying for housing benefits for tenants and checking rent accounts,
- contacts with social services and the council.

Support and training for these activities will be provided.

We are looking for someone who is competent at typing to input information into our database system. You would be trained to use our software system that holds our database.

What you will get out of volunteering for Doncaster CLASS:

- This volunteer role is an ideal opportunity for someone wishing to gain further experience in an admin role and has the potential to develop, based on client and service need.
- Regular supervision is included in our offer of support.
- Out of pocket expenses will be reimbursed.
- Access to a wide range of training opportunities.
- We offer flexible hours based on your availability and remote working.

To apply for this volunteer role please complete the Inspire North/Foundation Volunteer Application Form accompanying this role description.

If you have any questions about the volunteer role, please contact **Miah** on nehemiah.onyedikachi@foundationuk.org or telephone **07850312471**.