

Administrator Volunteer

At Crimestoppers, we believe that it is **people** who stop crime.



Each and every one of us can play a part. Together, we can be safer from crime. Our volunteers play a vital role for our charity.

Our volunteers connect people everywhere with the belief they can stop crime. Volunteers usually work as part of a local team, in a role that suits your skills and/ or experiences.

Role Purpose:

Responsibility to contribute to the smooth running of our volunteer Committees by providing secretarial and admin support to assist our Committees in their task of promoting the charity.

Quote from one of our Volunteer Administrators:

“The administrator role is not difficult if you are reasonably well organised. The most difficult thing is learning the abbreviations! I utilise common sense and a practical approach to my role with Crimestoppers, along with enjoying a good working relationship with the Chair and Regional Manager.”

Role:

- Helping set and circulate meeting agendas and related papers.
- Minute-taking and circulation of minutes to the Committee.
- Ensuring Committee contact details are kept up to date.
- Updating activity and project plans to ensure work is kept on track.
- To provide occasional admin assistance to the Chair, particularly with correspondence.
- Opportunity to assist with marketing and awareness campaigns as well as fundraising events.

Experience:

- Experience of clerical or administrative work.
- Willing to work as part of a team.

Administrator Volunteer

- Computer literate (MS-Word, Excel, email, etc.) with access to a computer & internet.
- Organised with good attention for detail.
- Highly organised with attention to detail.

Commitment:

- Commit to the principles of the Crimestoppers Volunteer Charter.
- Sign a Volunteer Agreement and Non-Disclosure Agreement.

Support:

- 5-6 hours per month.
- Ability to attend quarterly Committee meetings.
- Opportunity to attend other events or activities associated with the charity.