**Volunteer Administration Role Description.**

* Administration Assistant
* Useful Vision organises activities and events for vision impaired children and their families. We are looking for volunteers to help with
* All volunteers will receive training; Induction, Vision Impairment Awareness and any other training relevant to their role as well as regular support and supervision.
* Volunteers will report to the Useful Vision Volunteer Co-ordinator.
* This role would be working primarily working alongside our Office Co-ordinator, but supported and managed by our Volunteer Co-ordinator.
* You will have good communication skills, be friendly and approachable, able to use your own initiative, be a team player and be able to work to UV’s policies and procedures.
* Volunteer travel and subsistence expenses will be reimbursed.
* This role will require a DBS (Disclosing & Barring Service) check, cost covered by UV, and references.
* To apply or for further information contact Chris Dalton or any member of UV staff on 0845 60 48 491, on line at [www.usefulvision.org.uk](http://www.usefulvision.org.uk), check out our Facebook page / Useful Vision, @UsefulVision on Twitter or contact your local volunteer bureau.