

PSPA Volunteering

Role	Office Volunteer
Location	Milton Keynes
Time commitment	4 hours a week

About the role

Do you have strong administrative and computer skills? Help support the efficient running of the PSPA office in Milton Keynes. Ideally, we're looking for someone who is available for a few hours a week during office hours, Monday to Friday. The role will be varied and you could be working with the fundraising team one day and the information and support team the next.

What's involved?

- Posting our information to supporters and our service users
- Support with all administrative duties
- Adding information to the database
- Collating information following surveys
- Answering any general telephone queries.

What skills do I need?

- Good organisational skills
- Good communication skills (especially on the phone)
- Empathy
- Basic understanding of an administrative role
- IT skills.

Rewards of becoming an Office Volunteer

- Opportunity to be part of #TeamPSPA
- Opportunity for training and personal development
- Chance to build on existing skills
- You will be providing invaluable admin support to PSPA
- Make a difference to people living with PSP & CBD and their families.

Interested?

For more information or if you have any questions or queries regarding this role please contact the volunteering team on 01327 356137 or volunteering@pspassociation.org.uk