

Role: Volunteer Admin Assistant

Availability: Part-time, Flexible, Volunteer

Do you have experience as an admin assistant at any level?

Would you like the opportunity to apply your passion in a meaningful volunteer role to support Veterans and their families, whilst also enhancing your skills, boosting your self-esteem and meeting new people?

The Quick Response Memorial Woodland (QRMW) was created by a dedicated team of volunteers whose main purpose is to support and raise funds to assist Veterans and their families immediately when they find themselves in times of difficulty. This is done by holding various events and the generous donations and goodwill of supporters. At the heart of the charity is a beautiful tranquil woodland which is lovingly tended to by the Founder and Chair, Paul 'The Hat' Cooling, and a team of volunteers. It is used by ex-soldiers, sailors and airmen and their families as a place of reflection, and by local community groups and organisations like the cadets, and schoolchildren to get closer to nature.

QRMW, located in Holmbury St Mary, Dorking, is currently looking for an enthusiastic and dedicated Admin Assistant to join its expanding network of volunteers. QRMW are a very well-established charity with a desire to grow significantly. The Admin Assistant role, reporting to the Secretary, is critical for QRMW to reach its true growth potential. This critical role will enable QRMW to support more Veterans and their families across the UK.

About the Volunteer Admin Assistant role:

The tasks of an Admin Assistant role include but are not restricted to the following:

- Support the Secretary with admin tasks, such as:
 - Organising and documenting Trustee meetings
 - Checking and responding to emails, letters, Facebook messages, calls and text messages
 - Checking social media for important messages to post on the QRMW Facebook page
 - Writing a monthly article for the local Parish magazine
- To attend a regular meeting with the Secretary at the woodland to ensure the smooth running of the charity
- To attend a regular Trustees meeting at the woodland. To also attend organised recruitment / marketing events where possible

About you:

Previous admin assistant experience is desirable, although having the right attitude for improving the lives of Veterans and their families are the most important things! If you think the person specification below sounds like you, then please get in touch:

- You will have some prior admin assistant experience (desirable)

- You will be reliable and committed to volunteering
- You will be positive and forward thinking
- You will have strong organisational skills and a keen eye for detail
- You will be a good communicator with strong interpersonal skills
- You will have good problem-solving skills and a flair for diplomacy
- You will be able to work under pressure to ensure the efficient running of the charity
- You will be able to work as part of a team
- You will be honest and trustworthy

Benefits for you:

Volunteering with QRMW is a great way to gain experience, boost your CV and meet new people, whilst giving back to the community and taking pride and passion in supporting Veterans and their families.

Although primarily a Veterans charity the QRMW also takes great pride in being committed to woodland and wildlife conservation at their beautiful tranquil woodland. You can aid your overall physical health and mental wellbeing by visiting and working at the woodland. This can range from light to heavy duties, gardening, caring for wildlife, planting, general maintenance etc.

Ready to join?

If you think this volunteer role is for you then please do click apply and find out how you can start making a difference, or contact QRMW directly for more details; QRMW.org