**Admin Support Volunteer – TLC: Talk, Listen, Change**

**Role Description**

The Early Years Volunteer roles are of great importance within our centres and they are a highly valued role to our team. We are looking for a volunteer who can give 2/3 hours per week of their time to support the team, this can be from the Stretford or Partington Early Help Hub.

The Main Responsibilities (Key Areas) of the Admin Support Volunteer will be to mainly work with the other centre staff in the following key areas:

* Help create Home Visiting Packs that are provided to families receiving support from the Early Help Service.
* To photocopy, file and scan documents.
* General office duties.
* Provide ad-hoc admin support as required by the team.
* To attend all relevant training before being able to volunteer unsupervised (Induction and Awareness Training and Safeguarding Training).

**Why become a volunteer?**

* You want to make a difference in your community
* You enjoy supporting and working with children and families
* You would like to meet new people and build your confidence
* You have the time to spare   
    
  **Why volunteer with us?**
* Support within your role
* One to one supervision every 6-8 weeks
* You will be kept up to date on your training, including Safeguarding
* Up to date DBS checks while you are volunteering with us
* You will be offered support on any personal issues raised as a result of the volunteering

Help and support if you want to transition into or return to employed work.**Due to the nature of the role and the young people you will be supporting we ask that all volunteers are aged 20 years or over. All volunteers will be subject to an Enhanced DBS Check.**  
  
TLC: Talk, Listen, Change is Manchester’s own relationships charity and our mission is to help build healthy and happy relationships in all areas of peoples lives.  
  
**To request an application form, please email Emma Murphy on**[**emmamurphy@talklistenchange.org.uk**](mailto:emmamurphy@talklistenchange.org.uk)**Or, for further discussion about the role, please contact Emma the Early Help Volunteer Coordinator on 07803 415636.**