TLC: Talk, Listen, Change

Role Profile

Job Title:Admin Support Volunteer

The Family Mediation Department supports separated parents when making living and contact arrangements for themselves and their children. The department is expanding nationally to ensure separated parents who are eligible have access to publicly funded mediation so we can support families during challenging times.

 The Admin Support Volunteer role will be assisting the Family Mediation department in creating lists of companies and centres and sending them information such as leaflets and posters. From this we can build relationships with other professionals who may be working with the families that would benefit from our support and hearing about the service we can provide.

 This work can be carried out flexibly at home or in our head office at Trafford House, TLC: Talk, Listen, Change, Floor 5, Chester Road, Manchester, M32 0RS, Tel: 0161 872 1100.

 **Key Responsibilities:**

* Research companies and centres online in allocated areas
* Input information into Excel spreadsheets
* To commit to a minimum of 2 ½ hours per week
* Use of personal laptop/computer
* Report back to family mediation following each volunteering session
* Putting together preprinted information packs
* Sending out information packs to companies and centres

 **What you can expect from TLC: Talk, Listen, Change**

* A weekly check in with Head of Family Mediation
	+ Fair and respectful treatment of volunteers to ensure they feel free of discrimination and harassment
* Support within the role
* One to one supervision every 6-8 weeks (optional)
* Up to date information on training opportunities
* Support on any personal issues raised as a result of volunteering
* Help and support if you want to transition into or return to employed work

**To request an application form or for further discussion, please contact Laura Brown, Volunteer Project Manager**

**E:** **laurabrown@talklistenchange.org.uk**

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