



Ending homelessness.
Rebuilding lives.

Admin Support Volunteer

What will I be doing?

As an Admin Support Volunteer, you will support staff with general light administrative tasks that help with the everyday running of the project.

In this role, you will be supporting us with all or some of the following tasks:

- Recording Handovers
- Building rapport with clients and being a friendly face
- Replying to some general emails
- Supporting with some Opal (our internal people management system) work once this is signed off
- Welfare Checks on clients (If Possible and Comfortable - would be with the support of permanent staff)
- Adhering to St Mungo's Policies and Procedures at all times.

Where/ When will I be volunteering?

See this role's advert for more information on location and time commitment.



Do I need to have any specific skills?

- Enthusiasm
- Good organisational skills and timekeeping
- Good communication
- An understanding of the causes of homelessness and its impact.
- Genuine interest in and commitment to St Mungo's work and client group.
- An understanding of and commitment to diversity & equality.



What support will I receive in return?

We have a dedicated team to support you in your volunteer journey with us. You can find out more about [what you'll gain from being a St. Mungo's volunteer on our volunteering webpages.](#)

We are also committed to progression at all levels and [we support and develop our volunteers](#) to ensure that they are best placed to make progress in their careers.

How do I get started?

[Apply online.](#) Or, contact us at volunteer@mungos.org or on 0203 856 6160 for further support.