

# Office Volunteer

## Summary

Our Office Volunteers will assist The Royal Navy and Royal Marines Charity by offering administrative support either within a specific department, as a general office administrator or as a receptionist, supporting our HQ in Portsmouth. Your help may be needed for a particular project and period or on a more regular basis as an additional pair of hands.

## Location:

Based at Whale Island, Portsmouth

## We hope our volunteer will be able to donate the following time

Regularly, ideally half a day or a full day per week, between Monday to Friday.

## Ideally, and depending on the role you will

- Have experience in and be a competent user of the Microsoft suite of IT tools, especially TEAMS, Outlook, Excel and PowerPoint.
- Be a competent administrator
- Have used or have the skills to learn to use a CRM database (RNRMC currently uses RENXT).
- Have an administrative, financial, IT or charity background
- Be happy to take on a variety of office tasks
- Have good verbal and written English skills
- Be a confident communicator
- Be comfortable with dealing with members of the public
- Be outgoing and adaptable with a friendly, “hands on” approach
- Have an understanding of Charity legislation
- Be willing to learn more about the work of RNRMC
- Have a sense of humour and team spirit

## What’s in it for you?

- Be part of a growing Naval charity
- Utilise existing skills
- Stay current or develop your skill set and learn new skills or how to apply existing skills in a new sector
- Make a real difference
- Enjoy a fun/busy office environment
- Opportunity for regular interaction with staff and other volunteers

## **Why we want you**

- We are a small team and need help to keep our admin and records up to date. We constantly strive to develop new internal systems or projects to make our work as efficient and effective as possible.
- We are seeking to grow our volunteer network
- We want to support our sailors, marines and their families as best we can.

## **To apply for this role please complete form**

[HERE](#)

### **For more information, contact:**

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