



Brigstowe is recruiting Admin Volunteers

Brigstowe is looking for two Admin Volunteers to support our Office Manager for one day each, preferably on Mondays and Fridays.

The role will include:

- Admin for our peer support group – calling members of the group, recording attendance and client feedback
- General office admin (including front-of-house reception duties)
- Answering/making phone calls and transferring calls to colleagues

You will be working in the office alongside our committed and supportive staff team. You will be supervised and supported by Brigstowe's full-time Office Manager. Full induction will be provided as well as ongoing training opportunities. In return, we require a minimum commitment of six months. The role would suit someone with some admin experience who is comfortable with IT.

Brigstowe is a Bristol-based HIV support charity. We support people living with HIV and other long-term health conditions in Bristol and the surrounding areas and have been doing so for over 30 years.

Hours: One day or 2 half-days a week (preference for Mondays and Fridays)

Closing date: 1st April 2024, 9am

Brigstowe is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applicants with the appropriate skills of any background or identity. Candidates who are from underrepresented groups and have the right skills for this role, will automatically be shortlisted for interview.

If you would like to know more about the role, please call our **office number 0117 955 5038** and ask to speak with Sofia.

To apply for this role, please complete our Volunteer Application and Equal Opportunities Form and send them to info@brigstowe.org.