



Twinkleboost Volunteering Role Description

Admin Volunteer

Aims: To support the Twinkleboost team with delivery and behind-the-scenes activity through administrative tasks.

Where: This role is remote and can be done from anywhere in the UK.

When: This is a flexible volunteering role – an hour to a few hours per week.

How it works: We will use a dedicated, simple online Trello board to upload admin tasks available – some will be regular, others ad-hoc which can be assigned and picked up by volunteers. If you've not used Trello before, we can show you.

Main Tasks:

- A range of regular and ad-hoc tasks will be available – examples include...
- Supporting coordination of community session bookings
- Informal, online research tasks
- Social media admin, website updates, preparing mailing list communications
- Supporting recruitment processes

Skills and Experience:

- Online / digital confidence and competence
- Generalist experience of administrative tasks or roles
- Administrative experience in a charity setting helpful but not essential

Personal Qualities:

- Motivated to support Twinkleboost's work www.twinkleboost.com
- Adaptable and proactive
- Keen to work as part of a small team

Volunteering with us will make a big difference to families across Manchester and beyond who we support with speech, language and communication confidence. You can share or develop your skills and experience with us and be part of a friendly, dedicated team.

To express an interest in volunteering, please get in touch via email...

Laura Lowther (Chief Executive Officer) laural@twinkleboost.com **Thank you!**