

Volunteer Admin Support for SURG Involvement Co-Ordinator

We are looking for volunteers to support our Involvement Co-Ordinator

The skills we are looking for are:

- Be organised and work under their own initiative.
- Be available to assist with social events, meetings and have an understanding of Microsoft Word and PowerPoint as the role will involve producing easy read minutes for the clients we support.

This is an exciting role and will give invaluable experience to a school/college leaver

If you would like an application pack please email volunteers@aspens.org.uk