

## **Role: Volunteer Administrative Assistant**

**Organisation and Location: Sea Cadets – Newham Cornwell VC Sea Cadet Unit**

**Availability: Part-time, Flexible, Volunteer, remote working available**

*Do you have administrative experience at any level?*

*Would you like the opportunity to apply this experience in a meaningful volunteer role to launch young people for life, whilst also enhancing your skills, boosting your self-esteem and meeting new people?*

The Sea Cadets is the UK's leading maritime charity and provides a head start in life for young people through nautical adventure and fun. Our volunteers work, both directly with young people and behind the scenes, to help make a positive difference to teenagers who are often struggling in today's world and their communities.

Newham Cornwell VC Sea Cadets, based on Vicarage Lane, is currently looking for a passionate and organised individual to join as a Volunteer Unit Assistant supporting the Commanding Officer for a couple of hours one night a month. Newham is a long-established Sea Cadet Unit that has provided life-changing opportunities for many young people. We currently have 15 cadets who come from all over the East London area.

There are free training courses available for you to develop new skills, boost your CV and support you in this role. These tasks can also be divided between volunteers, so why not come along with a friend and share the experience?

### **About the Volunteer Administrative Assistant role:**

In this position, you'll play a crucial role in the smooth running of the unit.

Working closely with the Commanding Officer, your responsibilities will include:

- Taking care of general office administration duties.
- Assisting with keeping the Sea Cadet database up to date with qualifications, achievements and information on cadets and volunteers.
- Uploading attendance to the online database.

### **About you:**

Some administrative experience is desirable, although having the right attitude and a passion for improving the lives of young people are the most important things! If you think the person specification below sounds like you, please get in touch:

- You are reliable, honest and trustworthy
- You are enthusiastic and keen to learn new things
- You are a good communicator
- You are able to work as part of a team
- You will be honest and trustworthy

### **How to Apply**

If you think this volunteer role is for you then please do email us to find out how you can start making a difference – [newhamscv@hotmail.com](mailto:newhamscv@hotmail.com)

If successful you will need to undergo an informal interview, an online induction process and complete a DBS clearance.