

Breathworks Volunteer Role Description

Admin Support Volunteer



Purpose	Helping with a range of administrative tasks within the Breathworks office.
Key Activities	Inputting data onto computer. Preparation of course materials. Dispatch of small parcels. Other admin tasks as required.
Time Commitment	Flexible in line with the individuals availability and the needs of Breathworks. Breathworks core office hours are 10am to 5pm.
Location	Breathworks Office, 16 - 20 Turner Street Manchester M4 1DZ We can also accommodate volunteers who wish to work remotely from home.
Skills, experience, personal qualities required	Essential Good organisational skills Confident using MS Office Comfortable following instructions Good attention to detail Enjoy working as part of a team Punctual and reliable
What people gain from this role	Volunteering with Breathworks is an opportunity to: <ul style="list-style-type: none">● Help others who are suffering from pain, stress and illness● Develop understanding and experience of mindfulness and compassion● Experience meaningful work with supportive conditions and develop friendships as a context for growth and development● Practice kindness, generosity, positivity and being present in the here and now● Be authentic and act with integrity● Share skills, experience and expertise <p>This volunteer role provides an opportunity to join the team at the Breathworks Office and gain an insight into the organisation's work and approach. You'll also be able to develop your administrative skills and gain experience in an office environment.</p>

Training required	Office induction from a member of the Breathworks Admin Team
DBS Check Required	No
Supervision arrangements	Supervision will be offered by a member of the Breathworks Admin Team
Volunteer Expenses	We can reimburse out of pocket travel expenses to/from the office, in line with Breathworks Travel Expenses Policy. Please keep travel tickets or a record of mileage We can reimburse the cost of a meal, up to £4, if you are volunteering over a mealtime. Please keep receipts.
Further Information	Information about Breathworks can be found on our website: http://www.breathworks-mindfulness.org.uk/ To talk to someone about this role or to get involved please contact Breathworks on 0161 8341110 or email: info@breathworks.co.uk