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**Job Title:** Volunteer Admin Support

**Working alongside/supported by:** Reach Charity Business Support

**Organisation:** Reach Charity Ltd

**Pay:** This is not a paid role

**About REACH:**

Reach Charity strives to empower people with Upper Limb Difference through support, advocacy, and community from birth into adulthood. We are small volunteer-led national charity that has been supporting families whose children have upper limb difference across the UK and in Ireland for nearly 50 years. Recently we have widened our object to enable the support of young adults with limb difference. We believe in the power of peer support and strive to create inclusive and empowering experiences for our members. A vital source of support is provided by 18 volunteer-led local branches who organise events and meet-ups for families all across the year.  The charity also organises a young people’s activity week called RAW every summer for young people aged 10-17and an Annual Family Weekend every October. More information can be found at <https://reach.org.uk/>

**About the Role:**

We are looking to recruit from our membership an enthusiastic person to help provide admin support within our community. We are hoping this might be the right time for that special someone who may be thinking about giving back or looking to increase their confidence – if that’s you, we would love to have you join the Reach Team. Taking on a volunteer admin role can be a fulfilling and impactful way to contribute and help to sustain and grow a small charity like Reach. As a volunteer, you would be bringing essential support to the team. [The Reach Team](https://www.reach.org.uk/team/staff-volunteers) is made up of two volunteers, two full time staff and three contracted roles. As a charity we exist because of the kindness and commitment of volunteers - each of our branches are run by volunteers, our Trustees volunteer, and we also have wonderful volunteers helping us as part of the Reach Team, with membership support, event management and fundraising. With new project work going live in 2025 we are looking for someone to come on board to help us sustain all that we do for Reach families and deliver a little bit more...

The experience gained from such a role can enhance your organizational and interpersonal skills, making it a valuable addition to your personal and professional development. Furthermore, volunteering in an admin role can provide networking opportunities and insights into an organization's operations, potentially opening doors to future career prospects. Whether you're looking to give back to a cause you care about or seeking experience to enhance your CV, a volunteer admin role could be a rewarding choice.

**Key Tasks**

* Supporting Business Support in managing Reach’s family members, welcoming and setting up new members
* Providing administrative support, membership support, branch support, celebrating reach members, event support, help with phone lines, to support Reach Community Fundraisers and Fundraising events.
* Helping design promo leaflets for Branch Events
* Monitoring Reach Team emails and signposting to relevant people
* Helping celebrate Reach members
* Helping with preparations for (and attending if possible) the Annual Family Weekend 17-19th October including bookings, schedule, speakers, volunteers and merchandise.

**Essential skills, experience**, **values**

* Administrator Skills
* Communication is key to what we do, but ‘how’ we do it is really diverse, it might be you’re not great on a phone, but you are brilliant, creating content/designing pages on a website, it might be that you are really good at listening, and interpreting ideas, these are all brilliant communication skills, so we are happy to consider communication in the widest context
* Ability to work independently and as part of a team – we will make sure to give you plenty of opportunity to learn with the Reach team but working independently is part of working for national charity so you will have to be able to do both.
* Accuracy in dealing with personal data and event details.
* Passion for equality

**Desirable skills, experience, values**

* Good organisational Skills
* Knowledge of systems such as Forms Assembly, SharePoint, Canva, Mailchimp, InDesign, and Saleforce.
* Passion for supporting people with upper limb difference and their families
* Fast learner in new systems

Please note with all listed in the ‘Desirable’ section you don’t need to have the skills and experience already, but an interest would be great.

**Other information**

* Hours – these can be flexible and work around you and your commitments at home.
* We have a small office in Totnes, and we are happy for you to use this as your base if you want to.
* The role may involve some travel to project and charity events and Trustee Meetings, Reach charity will cover your expenses.
* The post reports to and is supervised by Reach Business support remotely.
* A DBS check is required.

**Benefits:**

* Opportunity to contribute and support a small well established national charity and see the difference you make.
* To learn with people expert in their fields: <https://www.reach.org.uk/team/staff-volunteers>
* Develop skills to support your future goals, we can help with tasks to develop your desired skills
* Be part of a supportive and passionate team, with the opportunity to attend our Annual Family weekend with your family as a member of the team
* Opportunities for professional development.

**To Express your interest:**

Please download and complete our [volunteer application form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.reach.org.uk%2Fwp-content%2Fuploads%2F2024%2F02%2FVolunteer-Application-form-1.docx&wdOrigin=BROWSELINK) please make sure to reference your skills, experience and values as described on P2. If you want you can also include a CV. If you would like some help with your application or want more information about the role please contact Ashley M: 07932 747 654 and when you’re ready please return your application form to: Ashley Blackburn, Reach Business Support Email: [ashleyb@reach.org.uk](mailto:ashleyb@reach.org.uk)

**Closing Date:** 22 July 2025

**Interviews:** WC 28 July at a time of your convenience

**REACH is an equal opportunities organisation and welcomes applications from all sections of the community.**

**Note:** This is a new role. This role description is intended to provide a general overview of the position. It is not exhaustive and may be subject to change.