

**ADMINISTRATIVE VOLUNTEER**

**ROLE DESCRIPTION**

**OVERVIEW**

The Triathlon Trust is the official charity of British Triathlon. We use the engaging sport of triathlon to inspire children to get more active by providing fun, free and inclusive opportunities for children of all abilities to give triathlon a ‘tri’.

We are seeking a volunteer to support the day-to-day running of the charity by helping Triathlon Trust staff with various administrative and communication tasks, volunteering at our Head Office (Loughborough) or from home.

**ROLE EXPECTATIONS**

Providing support to the Triathlon Trust team with administrative and communication duties including but not limited to:

* Posting events, news stories and content on our website
* Creating content for our social media channels
* Promoting our events to schools and sport partnerships
* Preparing volunteer briefing packs
* Preparing adverts for Event Volunteers
* Preparing volunteer briefings
* Preparing event invitations and briefings

There will be opportunities to get involved in other areas of the Triathlon Trust’s work, such as supporting at events.

Share your expertise! We’re flexible to develop the role around you, depending on your level of experience and the time-commitment you are able to offer, so tell us what you’re amazing at!

**Points to Note -** The purpose of this role description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

* Suitable training is given for all roles in advance
* You will receive regular 1:1 support

**Hours -** Hours are flexible around your availability, however you would need to be available sometime between 9am-5pm, Monday-Friday, for a regular volunteer support meeting via videocall or at our Head Office in Loughborough

**Expenses policy -** Reimbursement of reasonable out-of-pocket expenses, including travel and subsistence expenses will be covered by the Triathlon Trust in line with our Expenses Policy.

**WHAT WE’RE LOOKING FOR**

**QUALIFICATIONS AND EXPERIENCE**

* No previous qualifications or experience are necessary
* Previous experience (paid or voluntary) in the charity sector would be beneficial but not essential

**SKILLS AND ABILITIES**

* Good written communication skills
* Good IT skills including experience with Microsoft Word, PowerPoint, Outlook and Excel
* Strong organisation skills with ability to juggle multiple tasks
* Attention to detail, taking pride in quality and accuracy
* Confidentiality
* Share our passion for using sport to transform young lives and for increasing participation in physical activity

**OTHER REQUIREMENTS**

* Commitment to observing the Triathlon Trust’s equal opportunities policy, Safeguarding and Protecting Children policy and Confidentiality Policy at all times

**EXPRESS YOUR INTEREST**

If you would like to put yourself forward to be considered for this role, please download and complete the expression of interest form and email it to [contact@triathlontrust.org](mailto:contact@triathlontrust.org).

**Closing date: 5pm, Monday 18 March 2019**