

## Role Profile: Volunteer Administrator

<b>Department:</b>	Human Resources
<b>Responsible to:</b>	Human Resources Director
<b>Supervised by:</b>	Volunteer Coordinator

### Background

Farnham Maltings is a pioneering cultural organisation based in Surrey with a local, national and international reach. For over 50 years, Farnham Maltings has been bringing artists, makers and communities together to improve the quality of people's lives through art. Our extensive programme includes theatre, cinema, craft, comedy, music, festivals, workshops and family activities. In addition, we have run the Museum of Farnham since 2012 and we also provide a range of community outreach activities in the local area. We have over 100 volunteers at the Maltings and Museum and are extremely grateful for the time and expertise they bring. For more information about what we do, please see our website: [Home | Farnham Maltings](#)

### Main Objectives

- To support the Volunteer Coordinator with the volunteer recruitment process.
- To assist the volunteer coordinator with a range of admin tasks including scanning, shredding and data entry.

### Main Tasks

- Assisting with the volunteer recruitment process to ensure it runs smoothly
- Scanning in and saving documents to different folders
- Shredding documents
- Keeping spreadsheets updated
- Adhering to our GDPR and other policies
- Assisting with volunteer events
- Other general administrative tasks as required

### Commitment

Once a week for between 2 to 4 hours depending on how many new volunteer enquiries or applications have been received. This volunteer role is purely office-based at the Maltings in Farnham.

## Key Qualities, Experience and Skills

Please note that volunteers must be aged 18+.

Requirements	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Team player</li> <li>• Well-organised</li> <li>• Good eye for detail</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in the arts</li> </ul>
Experience and Skills	<ul style="list-style-type: none"> <li>• IT skills including knowledge of Word and Excel</li> <li>• Communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of office administration</li> <li>• Knowledge of GDPR</li> </ul> <p><i>Please note training will be given</i></p>

## Application Process

- Complete an application form including 2 references
- Informal chat at the Maltings to find out more about the role
- Taster session
- Approval of references

## Onboarding Process *(if the application process has been successful)*

- Induction session
- Sign our Volunteer Agreement
- 6-week and ongoing reviews to check you are happy with everything and to answer any queries

## Benefits of Volunteering at the Maltings

- Being part of a welcoming cultural organisation.
- A friendly and lively environment to work in.
- Ongoing training to ensure that you feel comfortable with your volunteering.
- Flexible volunteering (times to suit you)
- Complimentary tickets for personal use (conditions apply depending on the event).
- Free tea or instant coffee whilst on volunteering duty.
- Free parking whilst on volunteering duty.
- A range of social events including coffee mornings, summer BBQ and Christmas party.
- A regular volunteer newsletter to keep you updated.

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To receive an application form or if you have any queries, please contact our volunteering team:  
[fm.volunteer@farnhammaltings.com](mailto:fm.volunteer@farnhammaltings.com)

***Thank you for your interest in volunteering at the Maltings - we look forward to hearing from you!***