

**VOLUNTEER ROLE ADVERT**

**Job Title: Volunteer Administrators(s)**

**Responsible to: Administrator**

**Hours: Monday 2.30 – 5.00 pm**

**Tuesday 2.30 – 5.00 pm**

**Wednesday 2.30 – 5.00 pm**

**Thursday 3.30 – 5.00 pm**

**Friday 3.30 – 5.00 pm**

**Administrator**

All-Aboard Water Sports is a Charitable Incorporated Organisation. Our charitable purpose is to:

1. enable people to participate that would not ordinarily have access to water sports activity due to various forms of deprivation and or disability;
2. break down barriers to participation in watersports, whether through disability, deprivation, health, finance or socio-economic status;
3. provide for the people of Bristol the opportunity to take part in healthy water sports activity; and
4. provide the opportunity to take part in watersport activity to improve health and general welfare amongst the inhabitants of Bristol and the surrounding area.

We currently provide dinghy sailing, paddle sports, fixed seat rowing, power boating, accessible boat trips, boat building and repair, tuition and indoor rowing training and competitions.

As we continue to expand and grow, we are looking for Volunteer Administrators(s) to help our Admin Team with our ever-increasing administrative needs.   
  
**What you’ll be doing as a Volunteer Administrator:**

* Answer phones and take messages
* Give customers basic advice on what we offer, prices, ratio’s etc.
* Take bookings (for individuals and groups)
* Respond to volunteers queries on the dates they may be able to volunteer
* Monitor who comes in and out of the centre.

**What you need:**

* Ideally some experience in an administrative role
* Excellent communication skills, including a professional phone manner
* Knowledge of water sports or a willingness to learn!

If you are interested in this voluntary role please contact our Volunteer Coordinator, Anna Curvan at [volunteers@allaboardwatersports.co.uk](mailto:volunteers@allaboardwatersports.co.uk) by date. Alternatively, you can contact Blaire or Gill on 0117 9290801 or [admin@allaboardwatersports.co.uk](mailto:admin@allaboardwatersports.co.uk).

We aren’t necessarily looking for one person to cover all of these hours, so if you are only able to help on one day a week that’s absolutely fine.