



Unit J414
Tower Bridge Business Complex
100 Clements Rd, London, SE16 4DG
Helpline 0300 999 5428
Admin 08452 60 55 60
mail@broken-rainbow.org.uk

OFFICE ADMIN VOLUNTEER

Location: Broken Rainbow UK, London Office, London SE16

Hours: Flexible

Volunteering Opportunities

Broken Rainbow UK runs the only National LGBT Domestic Violence Helpline. As a national organisation, we get involved in a wide range of projects; for example co-ordinating Prides, festivals and events, promoting our services via social network sites, marketing, designing materials and writing our E-Newsletter.

In order to deliver our work, there is a substantial amount of admin related work which is necessary, and for which we need help from volunteers. As a BR Volunteer, you can get involved and support us on a regular basis, or support one-off events like Pride. Volunteering for us will give you a chance to get involved with a charity, and give you a chance to stretch your skills, and gain valuable work experience.

Current Volunteer Role: Admin Volunteer

The primary role of the Admin Volunteer will be to help with daily office tasks which can include:

- Assist in promoting Broken Rainbow's Helpline
- Develop our presence on social networks such as Facebook, Twitter;
- Assist in organising events, help preparing the Pride season
- Assist in producing and advertising our Quarterly e-newsletter
- Designing web banners, leaflets, posters...
- General administrative tasks (answering the phone, sending leaflets, actioning general emails, etc)
- Updating Mailing Lists and sending out physical or virtual mailshots

www.broken-rainbow.org.uk

LGBT National Domestic Violence Helpline 08452 60 44 60

A service for lesbian, gay, bisexual and transgender people
experiencing domestic violence

Broken Rainbow Charity Number 1103624. Limited Company Number 5009850

Broken Rainbow is funded by the Home Office



Unit J414
Tower Bridge Business Complex
100 Clements Rd, London, SE16 4DG
Helpline 0300 999 5428
Admin 08452 60 55 60
mail@broken-rainbow.org.uk

Skills/Qualifications: Admin Volunteer

Potential Volunteers for the above post must have:

1. IT literacy skills; good level of competency in Word, Outlook.
2. General office experience; answering phone, mail, filing.
3. Good command of English, written, and spoken
4. Commitment to all Broken Rainbow policies, and our aims and objectives eg, challenge inequality, and raising awareness of LGBT people's experience of Domestic Violence.

Availability

Flexible: we are open office hours only so hours and days are flexible within office hours.

Commitments

We will ensure that Volunteers are recruited fairly, and suited to the work on offer. We will also provide an induction, and training as appropriate. We ask in return that the Volunteer also delivers on their commitment in terms of times, and duration so that work and projects can be completed.

*Ref: Admin Volunteer Role Description May10
Created on 21.05.10 / Updated on 28.05.10*

www.broken-rainbow.org.uk

LGBT National Domestic Violence Helpline 08452 60 44 60
A service for lesbian, gay, bisexual and transgender people
experiencing domestic violence
Broken Rainbow Charity Number 1103624. Limited Company Number 5009850
Broken Rainbow is funded by the Home Office