



Administration Support Volunteer Role Description

Organisation and overview of the Charity

Life is a national charity combining nationwide services providing positive alternatives to abortion with prolife advocacy and education work, through our Pregnancy Matters™ and Life Matters® services.

Why we need volunteers

Our staff run vital services for the public and we rely on volunteers to help us do this.

Responsible to One of our Life Matters® Officers

What does it involve?

- Data entry; maintaining accurate and up-to-date databases and spreadsheets
- Research activities on various topics
- Drafting correspondence, including letters
- Contacting other organisations to represent Life to them

What skills do you need?

- Excellent phone and IT (Microsoft Office) skills
- Diligent, with attention to detail
- Enthusiasm, initiative, friendly
- Able to work as part of a team
- Able to follow instructions
- Willing to be flexible and carry out different tasks

What are the benefits?

- Opportunity to meet new people
- Training and support
- Work experience – something to put on your CV
- Knowing you are helping to make a difference
- We are open to short or long-term volunteering with hours to suit
- Reasonable out-of-pocket travel expenses

What next?

Contact us on volunteering@lifecharity.org.uk or ring us on 01926 312272 and ask to speak to our HR Manager.