

Volunteer Role Profile



Volunteer Role	Computer Support Volunteer - East Grinstead Foodbank
Volunteer Manager	Operations Manager
Where you will be based	Community

Why we want you

You will play a vital role in the administration of our sessions. Using our electronic referral system on our laptops, you will provide computer-based support to the Reception Team. Don't worry, training will be provided but it is essential that you have proven computer literacy.

What you will be doing

- Completing voucher administration, handling confidential information
- Monitoring incoming email and telephone enquiries
- Assisting the team to welcome clients

The skills you need

- Confident using technology, able to support with databases & spreadsheets
- Fast learner, able to use your initiative to problem-solve
- Empathetic and a good listener
- Friendly team player

What's in it for you

- Rewarding & fulfilling role
- Learning new skills, enhance your CV
- Being part of a wider supportive community

Disclaimer

East Grinstead Foodbank is a registered charity No: 1154256. Registered in England, Wales & Scotland. EGFB is committed to protecting your personal data and will use the information you provide in accordance with current data protection legislation. Your data will only be used for purposes directly relating to your volunteering activity. It will only be shared with Foodbank personnel responsible for your volunteering, the Trussell Trust and specific systems provided by third parties that directly support the running of the Foodbank.