

# Volunteer Role Profile



Volunteer Role

**Area Team Data and Administrative Support**

Volunteer Manager

**Trussell Network Lead**

Where you will be based

**Home**

## Why we want you

As a team across the South East of England, we support 48 food banks with their operational and strategic work as they help those in their local communities. We would love a volunteer to support our work as we continue to further our vision of ending the need for food banks across the South East.

We currently have a wealth of data collected through our Data Collection System, which is currently underutilised. We would like someone with a passion for data analysis and storytelling to join us in analysing and interpreting data relevant to our regional food banks, sharing it amongst the team, and supporting food banks to use it to further their own work.

## What you will be doing

- supporting the area team with data collection
- volunteering with the area team to analyse and interpret data relevant to regional food banks
- helping the area team to format the data, making it accessible in a presentation format using Microsoft PowerPoint
- administrative support across various activities

## The skills you need

- good attention to detail and organised
- experience with using databases
- ability to assess and analyse themes and patterns in data
- experience with using Microsoft Excel and other online systems
- excellent verbal and written communication and presentation skills

## What's in it for you

- have an enjoyable experience whilst volunteering with us
- contribute to a vital project to enhance Trussell's knowledge management of our network of food banks
- make a real difference to the way that food banks are supported
- develop your data collection and analysis skills
- gain experience with a national anti-poverty charity
- challenge yourself to try something different, achieve personal goals, practise your skills, and discover hidden talents

**Disclaimer**

You will need to be 18 years old and above to apply for this role. A laptop will be provided, and you will need access to the internet. Please contact us if you have any questions about this.