

Volunteer with Kirklees Visual Impairment Network



Role: Admin Support

About KVIN:

Kirklees Visual Impairment Network is a user-led organisation run by and for people with Visual Impairments (VIs). We want to be able to enrich visually impaired people's lives through enabling them to use products and technology (equipment, software and apps) that can help them be as independent as possible and enjoy life to the full. We run drop-in peer support sessions in Huddersfield and Dewsbury to support people to know what technology may benefit them and train them to use them.

Role description:

We need organised people to help us with our day to day admin tasks to help keep the organisation running smoothly.

You will help with; dealing with general inquiries, meet and greet visitors, create documents and keep documents up to date. Assist in various administrative tasks as and when required such as data entry, typing, filing.

The role will involve working in a busy office alongside the KVIN staff and volunteer team. This role is suitable for volunteers with Visual Impairments.

There will be opportunity to get involved in other related volunteer roles such as Marketing and Social Media Assistant, Drop-in Support and Fundraising and Events Support.

Location: Our offices, Room LG 12, Lower Ground floor, Brian Jackson House, New North parade, Huddersfield, HD1 5JP.

Days and times: Wednesday, Thursday or Friday 10am to 4pm. Flexible commitment from 3 hours per week.

Who you are:

You enjoy meeting people and are enthusiastic and friendly.

You can communicate with service users, staff and other volunteers.

You want to give your time to KVIN to benefit local people with visual impairments.

What you will gain:

Develop administration skills such as Microsoft Office Applications such as Word and Excel.

Become part of a friendly and dedicated team.

Meet new people and make friends.

Gain skills and experience for your career.

Be offered training opportunities to develop in your role.

Additional information:

You will need 2 referees before you can start this role.

An induction to the organisation and role will be provided.

Travel expenses will be reimbursed and any other out of pocket expenses incurred.

You will be undertaking your role in spaces where there are Guide Dogs present.

KVIN have a flexible approach to volunteering and a variety of roles available to suit individuals who want to get involved.

For more information contact:

Claire Drake, Volunteer and Events Coordinator

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