

# Volunteer Administrator

An exciting opportunity for someone to support  
with administration for our youth work  
programmes in Luton

*Youthscape*

# About Youthscape

Back in 1993, Youthscape started life as the Luton Churches Education Trust - a charity started and funded by the churches in Luton, working together to serve teenagers across the town. Since then we have grown into a national hub for youth work resources, events and training, whilst continuing to serve young people here at home.

Youthscape Luton supports young people with their social, emotional and spiritual development through a variety of youth work programmes in schools, our building in Luton Town Centre, and churches. We support thousands of young people a year, and our incredible volunteer team plays a key role in enabling us to offer the provision that we do.

## About the Role

We are looking for a Volunteer Administrator to support Youthscape's Luton team with administration around some of our youth work programmes. This would involve inputting and organising data, filing, sending emails and making phone calls, and running errands. It may also involve manning the reception desk at Bute Mills on occasion and welcoming people to the building.

**As Youthscape is a faith-based youth work charity and this plays a foundational role in our work with young people, it is our policy that all volunteers are practising Christians and attend church regularly.**

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# Role Description

## Tasks

- Inputting and organising data.
- Sending emails.
- Making phone calls.
- Manning the reception desk at Bute Mills.
- Answering phones and doors.
- Filing.
- Running errands.
- Any other required administration tasks.

## Essential Qualities and Skills

- Strong Christian faith.
- Good administration skills.
- Good interpersonal skills.
- Ability to be adaptable and work well in a busy environment.

## Location

Bute Mills, 74 Bute Street, Luton, LU1 2EY

## Hours

Volunteers would be willing to spend approximately 3 hours a week at Bute Mills.

## Commitment

Volunteers will be expected to commit to supporting in this way once a week for at least one academic year.

# Benefits

## **Team**

Youthscape is a dynamic, creative, exciting place to work and you will have the opportunity to work alongside a number of experienced and qualified youth workers and volunteers as part of the Youthscape Luton team.

## **Supervision**

You will receive termly 1:1 supervision from an experienced member of the Youthscape Luton staff team where you will have the opportunity to talk through your volunteering experience, raise any concerns, give any feedback, and discuss any training needs. You may also speak to the staff member who is supervising you at any time.

## **Opportunities**

As Youthscape is involved in a range of different work with young people and youth workers nationally there may be other opportunities to engage with events and training that may be of interest to you e.g. The National Youth Ministry Weekend, Satellites Youth Festival etc.

## **Celebration**

We significantly value our volunteers, and to help demonstrate this we hold a yearly summer event where we celebrate you and indicate our appreciation for your commitment.

# Application Process

If you would like to ask any questions before applying, please feel free to contact Emily Croucher, our Luton Volunteer Manager by phone on 01582 748965 or by email at [emily.croucher@youthscape.co.uk](mailto:emily.croucher@youthscape.co.uk).

**To apply for this role please download an application form at <https://www.youthscape.co.uk/about/volunteering-ys>.**

**Complete the application form and return it to [emily.croucher@youthscape.co.uk](mailto:emily.croucher@youthscape.co.uk) at your earliest convenience.**

If your application demonstrates that you meet the essential qualities and skills, you will be invited to attend an informal interview at Bute Mills.

If both parties agree that this volunteering opportunity is the right fit, appointment will be made subject to references, a satisfactory DBS check, and proof of eligibility to work in the UK.

[www.youthscape.co.uk](http://www.youthscape.co.uk)

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