

WEAct Volunteer Role Description Template

Volunteer Role Title:

Repair Cafe Administrator

Location: Most aspects of this role can be done from home, but the volunteer will also be expected to regularly attend the monthly Repair Café, held on the 2nd Saturday of each month from 9am to 1pm.

Reports to: Ellen Pirie, Repair Cafe lead and WEAct Trustee

Purpose of the Role:

This role is essential to the smooth running of the Repair cafe ensuring required documentation is available and that items are tracked correctly and data gathered is of good quality for reporting impact of Repair cafe to local community. Training and support will be provided for this role.

Time Commitment

- **Estimated hours:** approx. 2 hours in the week before each Repair café event, 4 hours attending Repair cafe and approx 1-2 hours in the week after. Occasional time for ad-hoc printing requests. 3-4 hours annually to manage agreement signing process.
 - **Length of commitment:** Ideally ongoing but could be done as 6 month project
 - **Typical availability needed:** 2nd Saturday of every month and flexible hours in week before and after
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Key Tasks

- Print required forms for each event and take to each event (printer, ink and paper will be provided for this)
- Ensure data entry tasks during and post event have been completed correctly and that we have good record of items taken home for fixing and items fixed on the day
- Manage process to get volunteers to sign safety agreement and data privacy agreement. Volunteers need to sign these annually.
- Support occasional requests to print other WEAct documents to bring to Repair café eg event flyers.

Skills & Qualities Needed

Essential

- Own laptop/desktop computer with Internet access and use of Microsoft Word, Excel and Powerpoint and some experience of using these
- Able to upload & download files from shared Google drive, and to enter data online into Google Sheets file.
- Friendly manner and happy working in a team with others
- Reliable and consistent individual

Desirable

- Experience of using simple mail merge functionality in Word – but training provided if needed
- Ability to look at our processes and suggest improvements

What WEAct Offers Volunteers

- Opportunity to support local environmental action
- Meet like-minded people in the community
- Gain skills and experience
- Flexible volunteering opportunities
- Support and guidance from the WEAct team

How to Apply / Express Interest

Please contact: Ellen Pirie

Email: repaircafe@wokingenvironmentaction.org

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