



Volunteer Role Description

Title: Admin

Organisation: Legacy West Midlands

Purpose: key tasks

1. Assist staff members who may require support in their respective sectors- heritage, sport, health & wellbeing.
2. Potentially travel to some sites around the area to support outdoor projects.
3. Typing up documents.

Key knowledge / skills / qualities / experiences required

1. Excellent communication skills
2. Strong IT skills- especially Word and Excel.
3. Organisational skills

Time and level of commitment required

Flexible

Place of volunteering

Soho House, Soho Ave, Birmingham B18 5LB

Support and responsibility

Dawn Carr (Director of Operations) and Apsana Khatun (Office Manager)

Additional information

If you wish to explore the countless opportunities in Legacy West Midland and get involved with all the incredible projects going on, then volunteer to be part of the admin team! You will get the chance to help support our incredible team. You could work with our heritage team with their heritage walks, our sports team with the local badminton classes, or our health and wellbeing team with their Daily Mile walks! This is a brilliant way to get involved with everything, whilst also helping us at our office based right next to Soho House Museum.