

## Administrative Support volunteer

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### Introduction

3Pillars Project has an exciting opportunity to join our fast-growing team as a Programme Coordination? Volunteer. If you are an innovative, proactive, and diligent individual and have a passion for our work, we want to hear from you

3Pillars Project is seeking a reliable and organised Administrative Support Volunteer to assist our team in managing essential administrative tasks and ensuring the smooth functioning of the charity. As an Administrative Support Volunteer, you will play a crucial role in supporting our programs and initiatives, helping us make a positive impact on the lives of young people at risk of offending and involved in the criminal justice system.

### Background

3Pillars uses sport-based mentoring as a gateway to engage young people in prison, and in the community, who are vulnerable to crime. The 3Pillars approach offers long-term support to participants, with the aim of enabling individuals to make a positive contribution to society.

### Our Programmes

3Pillars Project delivers three Academies as part of GAMEPLAN:

1. **Rugby Academy** - an in prison eight-week rugby course engaging young men in custody.
2. **Fitness Academy** - community engagement for apprentices, offering in person mentoring and training.
3. **Leadership Academy** - a progressive employment, education, or training (EET) support programme, through which apprentices can learn and develop business and community leadership skills supported by 1-2-1 mentoring.

Further information on our programmes can be found [here](#)

### The Position

- Assist in data entry and maintenance of participant records and programme information to ensure accurate and up-to-date data.
- Support the monitoring of community sessions and utilize Upshot.

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- Help with organising and coordinating events, meetings, workshops, and other programme-related activities.
- Prepare and distribute documents, presentations, and materials for internal and external use.
- Assist in managing communication with programme participants, volunteers, and stakeholders, both in person and via email or phone.
- Support in managing office supplies and inventory, ensuring necessary materials are readily available for program activities.
- Assist in collating data and preparing reports to measure program effectiveness and impact.
- Provide support in general administrative tasks, including filing, scanning, photocopying, booking travel and organising office space.

## **Qualifications and skills**

- Strong organisational and time management skills to handle multiple tasks and deadlines effectively.
- Attention to detail and accuracy in data entry and document preparation.
- Proficiency in using computer applications, including Microsoft Office (Word, Excel, PowerPoint) and email communication.
- Excellent communication skills, both verbal and written.
- Ability to work both independently and as part of a team, with a positive and proactive attitude.
- Prior administrative experience is beneficial but not mandatory.

## **Time commitment**

We appreciate any amount of time you can dedicate as a Fundraising Volunteer. The time commitment can be flexible and tailored to your availability and our fundraising needs. We are looking for someone to commit to a minimum of 4 hours per week for the next 6 months, with the option to continue longer term. Reasonable expenses covered.

## **Training and support**

You will receive training and orientation on the administrative tasks and systems relevant to your volunteer role. Our team will provide ongoing support and guidance to ensure you feel confident in your administrative responsibilities.

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## Benefits of Volunteering

- Develop valuable administrative and organisational skills that can enhance your professional profile.
- Be part of a dedicated and passionate team working towards social change and empowering young people.
- Play a critical role in supporting the organisation's mission and contributing to the positive impact on vulnerable youth.

## Application Process

If you are interested in becoming an Administrative Support Volunteer with 3Pillars Project, please send an email with a paragraph explaining why you think you are suitable to [jen@3pillarsproject.com](mailto:jen@3pillarsproject.com)

Join us in our mission to create lasting change in the lives of vulnerable youth. Together, we can build a society that empowers, supports, and inspires the next generation to reach their full potential.