

# Volunteering Vacancy



## Office/Administration Support

**Locations:** Shepton Mallet; Harvest Court

**Days:** Tuesdays and/or Wednesdays and/or Thursdays

**Hours:** 2-16 hours (depending on your availability)

**Duration:** Permanent

SWEDA is a **Pro-Recovery** organisation based on the principles of **Self-Help**. We believe in **engaging, enabling and empowering** individuals, who **choose** to use our service to aid their recoveries, to live as satisfying a quality of life as possible.

We endeavor to provide resources and informal, non-stigmatising services, which reflect the needs of the community. We are looking for individuals who would like to use their skills to support the charity by working alongside our administrator

### REQUIRED

- Experience working in an office environment
- A good level of IT skills (database input, Mac, windows)
- You must be able to act in a way that represents the core values of SWEDA.
- You must be inclusive and anti-discriminatory.
- You must have a good understanding of confidentiality and able to work in line without policies
- Excellent communication skills

### DESIRED

- Knowledge or interest in working with people with Eating Disorders
- Planning and organisational skills
- Motivated and keen to lend a hand in a variety of day to day work