

## **SASHITA**

**Volunteer position:** Administrative assistant (1 post)

**Responsible to:** The Board of Trustees

**Support Person:** Francoise Rutherford or Janet Mulwanda

### **Role**

To create a new, centralised document filing system in SASHITA's computer-based archives and encourage Board members to use it systematically. This is an essential step in helping SASHITA to develop and manage its activities.

### **Specific tasks**

- Obtain documents from Board members in order to complete the set currently held on SASHITA's laptop
- Create a user-friendly document filing system
- Learn to use a cloud shared access server
- Help train and encourage Board members to access and use the system

### **Skills and qualities required**

The volunteer may come from a wide range of backgrounds and have varied qualities and skills.

Essential qualities for this role are:

- A good level of computer literacy
- Attention to detail
- Ability to create and maintain an organised system for use
- A willingness to learn
- Good interpersonal skills both face-to-face and on the phone
- The ability to work independently

Knowledge of, or an interest in, Tanzania would be an advantage.

### **Commitment**

A core commitment of 2 hours a week.

### **Support and training**

The volunteer will be given regular one-to-one guidance and support. Specific training will be given on the use of cloud shared access server. Additional guidance or training will be provided as necessary.

### **Location of volunteering**

Home-based or Oxfangs Neighbourhood Centre for meetings

## Expenses

The volunteers will be reimbursed for essential travel and, on presentation of a receipt, for other expenses incurred.

## References

Please supply the names and addresses of two referees who know you well. This may be a previous or current employer, neighbour, head teacher or a previous volunteering project. Please note that a referee cannot be a relative.

Name	Relationship to referee	Position	Address	Telephone number	Email

Applications are welcome from everyone regardless of gender, race, age or disability.

To apply, please contact:-

SASHITA  
C/O Volunteer Edinburgh  
222 Leith Walk  
Edinburgh  
EH6 5EQ  
Tel: 0131 225 0630

or contact:-  
[admin@volunteeredinburgh.org.uk](mailto:admin@volunteeredinburgh.org.uk)