

Business Systems Support Volunteer

You will support the Business Systems and Governance Lead in maintaining, organising, and improving the digital tools and processes that keep the organization running efficiently. This role involves assisting with data entry, updating system documentation, supporting with administrative tasks, and helping to ensure that business systems (such as M365, project management, or workflow tools) are up to date and functioning smoothly.

What tasks does a Business Systems Support Volunteer do?

- Supporting with administrative tasks.
- Supporting with HR & IT and training tasks.
- Helping with data entry and keeping staff records up to date.
- Liaise with other staff members and managers when information, actions or training is needed.

What qualities do we look for?

- Passionate about helping people
- Good at building a rapport with others and sensitive to other people's needs
- An ability to treat all people with respect and in a non-judgemental manner.
- Logical and methodical with a natural inclination to detail
- Numerate
- Excellent communication skills both verbal and in writing.
- Good knowledge of Office 365 and a willingness to learn new systems as required.
- The ability to research information using reputable sources.
- Some knowledge and practical work or personal experience around computers and artificial intelligence.

Time commitment

Minimum a day or two half days. This role can be done from home.