



Volunteer Role Description

About Abbey Community Centre

We're an award-winning small community charity established since 1976 helping local people of all ages to come together to enjoy their lives and where they live more by doing so.

We provide a safe and welcoming venue alongside numerous social groups, activities, services, and special events in which the community can develop meaningful social connections and friendships. Local residents access our centre to enjoy socialising; services for their children; to pursue and expand their interests and hobbies; increase their confidence, skills and opportunities; improve their health, fitness and wellbeing; get information or advice; or volunteer to help make their community an even better place to live.

Local people greatly value the centre and it's a fun place to volunteer, especially if you thrive on variety and being kept busy!

Role title	Volunteer Data Entry
Purpose	Supporting our Community Projects Development Manager and Service Leads input data into our Centre database.
What you will gain as a volunteer	<ul style="list-style-type: none"> You'll be part of a wonderful team, valued for who you are Meeting new people from the local community Making friends, contributing your skills and learning new ones Feeling the reward of helping a good cause Contributing to the greater good of your community
Reporting to	Community Projects Development Manager
What your volunteering entails	As someone who enjoys working with data, you'll be helping with a variety of tasks including: <ul style="list-style-type: none"> Data entry and any related admin Keeping the database accurate and up to date
Your personal attributes	With an eye for detail, you are the type of person who is: <ul style="list-style-type: none"> Methodical and meticulous Detail-orientated Organised and professional Reliable and dependable Enjoys a good cuppa and biscuits!
Time commitment	For a minimum of 2 months: Once a week for around 2 hours between 11 am and 1 pm (other times are available on request).
Training & Requirements to fulfil	All volunteers are required to undergo: <ul style="list-style-type: none"> Induction with their supervisor Any other training/meetings relevant to the role
Expenses we'll pay	Reasonable expenses directly related to fulfilling the role will be reimbursed in line with our Volunteer Policy
Location	Abbey Community Centre 222c Belsize Road, London, NW6 4DJ
Other	References will be provided for volunteers who have supported us continuously for 3 months or more.



Abbey Community Centre

socialise - energise - get wise



The Queen's Award
for Voluntary Service
Winner 2018
Kilburn Good Neighbours

Feeling inspired to join our team?

Return your completed Volunteer Application form to:

vol-ops@abbeycc-kilburn.org.uk