



Volunteer Trainee Admin Assistant

Office Based: PATH Yorkshire, 29 Harrogate Road, Chapel Allerton, Leeds LS7 3PD

Time Commitment: Flexible hours (minimum 1–2 days per week, Monday - Friday)

Duration: 3–6 months (with potential to extend)

Expenses: Travel expenses provided.

About PATH Yorkshire

PATH Yorkshire is a charity committed to promoting equality, diversity, and inclusion by supporting individuals from marginalised and disadvantaged communities to access training, employment, and educational opportunities. We work to transform lives and develop communities.

Role Summary

This is an excellent opportunity for individuals looking to gain practical administrative (office work) experience in a charity environment. As a Volunteer Trainee Admin Assistant, you will support the day-to-day operations of PATH Yorkshire while building valuable skills in office administration, customer service, and project support.

Key Duties and Responsibilities

- Greet and assist visitors, clients, and callers in a professional and friendly manner
- Input and update data accurately into databases and spreadsheets
- Manage and file documents, both digitally and in hard copy
- Support event coordination and training/course sessions
- Prepare and send emails, letters, and other communications
- Assist with maintaining supplies and inventory
- Contribute to team meetings and offer administrative support as needed
- Maintain confidentiality and adhere to data protection regulations/policies

Benefits to Volunteers

- Gain hands-on experience in a respected charitable organisation
- Build key skills in administration, communication, and teamwork
- Enhance your CV and increase your chances of gaining UK employment
- Receive a reference for job applications, upon successful completion
- Be part of a welcoming, supportive, and diverse team
- Make a real difference in your local community
- Opportunity for further training and progression into other roles within charitable organisations.

What We're Looking For

- A friendly and positive attitude
- Willingness to learn and develop new skills
- Basic IT skills (email, Word, Excel)
- Good communication and organisational skills
- Reliability and punctuality
- Commitment to equality and inclusion

No previous experience required – training will be provided.

To apply: Send your CV with a short cover letter to info@pathyorkshire.co.uk