

**UK's Best New
Charity 2002**

UK Charity Awards 2003



Registered Charity Number 1096271

**Save the World Club, @ Kingston Environment Centre,
Fairfield East, Kingston, KT1 2PT
www.savetheworldclub.org**

<p>Volunteer Information and Administrative Assistant</p>	<p>Save the World Club</p>
<p>2 days per month based at Kingston Environment Centre, Fairfield East, Kingston KT1 2PT</p>	
<p>Role Description</p> <p>An exciting opportunity to join the award winning environmental arts charity Save the World Club based in Kingston. We are looking for a new volunteer Information and Administrative Assistant to join our organisation.</p> <p>SWC is an innovative charity with around 2,000 clients per year, volunteers can experience urban regeneration, performance, upcycling or mosaic. Our high artistic standards, commitment to our community, and environmental perspective make us a successful London wide Charity.</p> <p>Key responsibilities - To:</p> <ul style="list-style-type: none"> • Support the administrative and informational development of Save the World Club • Provide information on Save the World Club' project activities and encourage volunteer and participant involvement • Set up and administer databases and information documents • Undertake meetings with the Save the World Club Development 	

Manager, Save the World Club Accountant, and Save the World Club volunteers and staff

- Undertake relevant training to be provided by Save the World Club and Kingston Volunteer Centre

Experience required:

The Volunteer will have:

- An interest in arts and the environment
- Excellent communication skills
- A positive and imaginative approach to volunteering
- A working knowledge of software such as Windows and Excel
- Good interpersonal and team working skills

As a volunteer you will need to undertake a CRB check. This will be covered by Save the World Club.