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Sheffield Association for the Voluntary Teaching of English
Creating community through conversation
savte.org.uk
Registered Charity No. 1081597
Company No. 3865216

Voluntary Role: Office Volunteer

You will be volunteering with SAVTE on a regular, weekly basis for an agreed number of hours. Your role will be matched to your interests and skills, and you do not need to have all the qualities listed below. We will support you to develop them.

We are looking for volunteers who are:

- Friendly, approachable, and confident when interacting with people from different backgrounds.
- Interested in (or have experience with) communications, data entry, and using Google Workspace.
- Good communicators, with a commitment to supporting individuals to reach their potential.
- Reliable, trustworthy, and willing to work as part of a team.
- Inclusive and respectful towards everyone.

All volunteers will be given guidance and support at all times to ensure this will be an enjoyable and a rewarding experience for you. In addition, all volunteers will have an induction prior to starting the role. Relevant training will also be available to cover individual needs and enable you to undertake this role with confidence.

- We expect that you will commit to volunteering with SAVTE at least 4 hours on Thursdays from November to July 2026 (school holidays excluded)
- The first three months will be a probation period.
- SAVTE will reimburse your travel expenses when you volunteer in the office for a minimum of 3 hours per day.

Recruitment Process

- We will require **2 references** from people who are not related to you and ideally someone who knows you in their professional capacity (e.g. a teacher, previous employer, health professional) .
- Induction and in-role training will be provided .



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We expect you to carry out the following tasks:

- Use Gmail and the G-drive, including Google Sheets, Google Docs, Calendar, etc.
- Use the printer to print, scan and photocopy documents.
- Call, email and text beneficiaries who express interest in joining our English groups.
- Download invoices and share them with the finance team.
- Use the Salesforce database to create new records, update data & notes, find information, and upload attachments.
- Translate or interpret using your first language.
- Attend public and private events, such as course enrolment sessions, AGM and promotional events.
- Use the Airtable database to find, update and create records.
- Support event organisation.
- Check petty cash.
- Attend the organisation's staff meetings.
- Shredding documents (confidential handling may be required)
- Setting up display boards for upcoming events or announcements
- General housekeeping duties, such as tidying shared spaces and ensuring materials are organised