



VOLUNTEER ROLE DESCRIPTION & PERSON SPECIFICATION

Role Title:	Volunteer Recruitment & Onboarding Administrator
Reports to:	Volunteer Support Lead
Location:	Daft as a Brush (DAAB) House, Gosforth
Time Commitment:	Flexible, approximately one to two days per week.
Expenses:	Reasonable out-of-pocket expenses will be reimbursed in line with Daft as a Brush policy.
Checks Required:	References will be requested. Based on the current duties, a DBS check is not expected to be required for the role holder. This will be reviewed if the role changes or if the volunteer is asked to undertake activities that may bring the role within DBS eligibility criteria.

About the Role

Daft as a Brush Cancer Patient Care is seeking a friendly, organised and reliable Volunteer Recruitment & Onboarding Administrator. The role supports the Volunteer Support Lead and helps ensure that new volunteers have a positive, clear and well-organised onboarding experience. Final recruitment, safeguarding, suitability and compliance decisions will remain with authorised DAAB staff.

This role is ideal for someone who enjoys administration, working with people and helping others make a positive impact in their community.

The successful volunteer will play a key role in ensuring new volunteers have a smooth and positive onboarding experience, helping the charity maintain accurate records and supporting the delivery of essential volunteer services. The volunteer will receive data protection and confidentiality guidance before accessing volunteer records. Access to records will be limited to what is necessary for the role. The volunteer must not download, copy, remove or share personal information except as authorised by the Volunteer Support Lead.

Key Responsibilities

Volunteer Recruitment & Onboarding Support

Assist with the administration of new volunteer applications and onboarding processes, including:

- Creating and maintaining volunteer files in both hard copy and electronic formats (Safe HR).
- Requesting and obtaining volunteer references.
- Supporting DBS check administration.
- Completing driving licence checks where required.
- Recording NHS online training module completion certificates.
- Assisting with the organisation of inductions and manual handling training.
- Helping to arrange:
 - Driving in-house assessments
 - Ambulance familiarisation sessions
 - Guided tours of the Northern Centre for Cancer Care
 - Observation day training
- Coordinating the appointment of volunteer "buddies" following completion of training.
- Scanning and uploading documentation into volunteer records.
- Following up with volunteers who have outstanding training requirements.
- Updating simple spreadsheets and maintaining accurate volunteer records.

Systems, Confidentiality & Compliance

- Handle personal information confidentially and in accordance with GDPR requirements.
- Maintain accurate records and documentation.
- Follow *Daft as a Brush* policies and procedures.
- Report any concerns promptly to the Volunteer Support Lead.
- Support a safe, welcoming and inclusive environment for volunteers.

Role Boundaries

This role supports administration only. The volunteer will not make final recruitment decisions, decide whether someone is suitable to volunteer, undertake safeguarding investigations, approve DBS outcomes, make decisions about driving suitability, or manage concerns about volunteers. Any concerns or decisions will be referred to the Volunteer Support Lead or relevant DAAB manager.

Person Specification

Essential Criteria

- Good organisational and administrative skills.
- Excellent communication and interpersonal skills with a friendly approach.
- Comfortable using Microsoft Outlook, Teams, Word and Excel.
- Ability to maintain accurate records and update simple spreadsheets.
- Good attention to detail.
- Understanding of confidentiality and data protection requirements.
- Ability to work independently and as part of a team.
- Flexible, reliable and approachable.
- Commitment to the values and mission of *Daft as a Brush Cancer Patient Care*.

Desirable Criteria

- Previous administrative experience.
 - Experience of volunteering or working within the charity sector.
 - Experience supporting recruitment, onboarding or training activities
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What We Offer

- A rewarding opportunity to support a much-loved local charity.
 - Full induction and on-the-job training.
 - Ongoing support and supervision from a warm and welcoming team.
 - Reimbursement of agreed expenses in line with charity policy.
 - Dedicated Health & Wellbeing Resources Hub (due end of 2026).
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Accessibility

Daft as a Brush is committed to creating an inclusive volunteering environment. Reasonable adjustments will be made wherever possible. Please let us know what support you may need to volunteer comfortably.

How to Apply

Please complete the online volunteer application form, clearly stating that you are applying for the **Volunteer Recruitment & Onboarding Administrator** role. We look forward to hearing from you.
